



DEPARTMENT OF THE NAVY
NAVAL SUPPLY SYSTEMS COMMAND
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MECHANICSBURG PA 17055-0791

NAVSUPINST 5061.2AK
SUP 05
23 August 2002

NAVSUP INSTRUCTION 5061.2AK

Subj: CAPTAIN EDWARD F. NEY MEMORIAL AWARDS PROGRAM

Ref: (a) Memorandum of Agreement among the U.S. Navy, U.S. Marine Corps, U.S. Army, U.S. Coast Guard, Military Sealift Command and the International Food Service Executives Association effective 3 October 2001

- Encl:
- (1) Ney Five-Star Ashore Accreditation and Competition Program
 - (2) Ney Afloat Evaluation Program
 - (3) Ney Five-Star Hospital Accreditation and Competition Program
 - (4) Application for Ashore Five-Star Accreditation and Competition Program Checklist with Attachments
 - (5) Afloat Finalist Review Standard with Attachments
 - (6) Application for Hospital Five-Star Accreditation and Competition Program Checklist with Attachments
 - (7) Customer Satisfaction and Feedback Survey Scoring Instruction
 - (8) Eligible Ashore General Messes

1. Purpose. To update information on the Ney Awards process.

2. Cancellation. NAVSUPINST 5061.2AJ. This instruction has been revised significantly and must be read in its entirety.

3. Information

a. The Ney Memorial Awards Program was created as a voluntary program to recognize outstanding Navy afloat and ashore General Messes (GMs) and hospital Nutrition Management Departments (NMDs).

b. The Ney Memorial Awards Program is co-sponsored by the Secretary of the Navy (SECNAV) and the International Food Service Executives Association (IFSEA). IFSEA is a nonprofit food service association dedicated to enhancing the professional image and growth of persons serving the food service industry. Reference (a) authorizes the awards

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program and identifies Navy and IFSEA co-sponsorship responsibilities.

c. Ashore GMs and hospital NMDs will be recognized as Major Claimant or Bureau of Medicine and Surgery (BUMED) five-star accredited operations based on the result of a 1-day accreditation review.

d. Five-star ashore GMs and hospital NMDs will be recognized as first place and runner-up operations representing each of the five established categories.

e. Afloat GMs will be recognized as first place and runner-up operations representing the Commander in Chief Atlantic Fleet (CINCLANTFLT) and Commander in Chief Pacific Fleet (CINCPACFLT) in each of the eight established categories.

f. Specific program guidelines and procedures for participating ashore GMs, hospital NMDs and afloat GMs are provided in enclosures (1), (2) and (3).

4. Action

a. The Naval Supply Systems Command (NAVSUP) administers the ashore, hospital and afloat evaluation programs.

b. Fleet commanders, major claimants and BUMED are encouraged to recognize afloat finalists, accredited ashore GMs and hospital NMDs.

c. NAVSUP will establish review teams to conduct ashore, hospital and afloat competition reviews. Team composition will include one representative from IFSEA and one representative from NAVSUP. The NAVSUP representative can be a Supply Corps officer with food service designator 6511 or 7521 or enlisted E-9 Mess Management Specialist (MS).

d. Ashore and Hospital. Major claimants and BUMED will confirm five-star accreditation of their GMs or NMDs by following the applicable procedures identified in enclosures (1) and (3).

e. Afloat. CINCLANTFLT and CINCPACFLT will identify afloat finalist GMs by following the procedures identified in enclosure (2).

5. General Provisions

a. Review criteria for the ashore and hospital five-star accreditation programs and the afloat program are based on

principles defined in NAVSUP P-486, Volume I, (www.n11.navy.mil/n11/getdata.cfm); NAVMEDCOMINST 10110.2, (<http://navymedicine.med.navy.mil/instructions/external/external.htm>) ; and NAVMED P-5010, Chapter 1, (www.vnh.org/PreventiveMedicine/PreventiveMedicine.html).

b. Ashore GMs, hospital NMDs and afloat GMs will be rated or evaluated using the applicable review standards provided in enclosures (4), (5) and (6).

c. Enclosure (7) provides instruction to assign a cumulative point value to the Customer Satisfaction and Feedback Surveys. Enclosures (4), (5) and (6) each contain a checklist line item requiring feedback from patrons dining at GMs and NMDs.

d. Ashore and Hospital

(1) Major claimant or BUMED will certify the ashore GM or hospital NMD meets the minimum five-star accreditation standard based on the review of the overall dining experience, customer satisfaction, quality of service, safety, sanitation, financial and management capabilities.

(2) Major claimant or BUMED five-star accreditations will be valid for a period of 12 months.

(3) GMs and NMDs attaining five-star accreditation between 1 March 2002 to 16 September 2002 are eligible for the ashore and hospital 2003 competition. For this year only, GMs currently holding five-star accreditation status, which expires after 16 September, are eligible to compete in this year's competition. Eligible 2003 GMs are listed in enclosure (8).

(4) GMs and NMDs achieving five-star accreditation after 16 September 2002 will be eligible to compete in the 2004 Ney awards program.

e. Afloat first place and runner-up GM standing will be based on the overall dining experience, customer satisfaction, quality of service, safety, sanitation, financial and administrative capabilities.

f. Nutrition and financial management experts located at NAVSUP Food Service Division (SUP 51) will conduct menu and financial review of the ashore and afloat GMs. Points assigned by SUP 51 will be annotated on the applicable evaluation checklist.

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g. Address questions about the Ney Awards Program to
Commander, Naval Supply Systems Command, Deputy Commander,
Support Services, Food Service Division (SUP 51), 5450 Carlisle
Pike, P.O. Box 2050, Mechanicsburg, PA 17055-0791.



J. D. McCARTHY
Commander

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Ney Five-Star Ashore Accreditation and Competition Program

1. Eligibility. Any of the established 80 ashore GMs, Naval Mobile Construction Battalions and contract operations with an approved Unit Identification Code submitting financial returns on a monthly basis for at least 12 months per NAVSUP Publication 486, Volume I are eligible to participate in the Five-Star Ashore Accreditation and Competition Programs.

a. GMs must achieve major claimant five-star accreditation status in order to be eligible to compete for recognition in the Captain Edward F. Ney Memorial Awards program.

b. Five-star accredited GMs can compete for recognition in one of the following categories:

- (1) Overseas General Mess
- (2) West Coast General Mess
- (3) East Coast General Mess
- (4) Construction Battalion General Mess

2. Exclusions

- a. Private messes are ineligible.
- b. Navy Food Management Team (NFMT) members are not available to participate in major claimant or regional commander accreditation reviews.
- c. NFMT assistance visits are not available during the five-star accreditation review period. NFMT assistance visits already in progress will be completed.

3. Five-Star Accreditation Program

a. The five-star accreditation program recognizes those GMs that, based on customer expectations, exceed the minimum standards for food service. GMs receiving three-, four- and five-star accreditations provide their patrons with levels of service beyond the required minimums.

b. Three-star GM operations provide a well-balanced meal in a clean, well-maintained dining facility. Service is timely,

friendly and competent. Equipment and procedures are in place to ensure sanitation and safety standards are maintained.

c. Four-star GM operations provide all the attributes of the three-star level while showing noticeable enhancements in the overall dining operation.

d. Five-star GM operations are the ultimate in general mess food service. The dining facility is equal to or better than those provided by a quality commercial restaurant. The food service staff is extremely knowledgeable and professional, providing exceptional service to all GM patrons.

e. There may be a perception that, since the five-star accreditation program rates general messes from three to five-stars, a three-star rating is the worst. In fact, many GMs are not even considered for accreditation because they cannot meet the minimum standards. A three-star accredited GM mess can take pride in the fact that it is better than a majority of the Navy's GMs.

4. Major Claimant Five-Star Accreditation Process. The following chart summarizes the various steps in the accreditation process.

	Step	Assessment Results	Next Process
1.	GM conducts self-assessment using enclosure (4)	GM does not attain the five-star minimum score	GM continues to work towards five-star accreditation
1.	GM conducts self-assessment using enclosure (4)	GM scores five-star minimum or higher	GM requests regional commander or major claimant validation review
2.	Regional commander or major claimant conducts accreditation using enclosure (4)	GM scores less than the five-star minimum standard	Major claimant awards four or three-star accreditation as appropriate
1.	GM conducts self-assessment using enclosure (4)	GM scores five-star minimum or higher standard	GM requests regional commander or major claimant validation review
2.	Regional commander or major claimant conducts accreditation using enclosure (4)	GM scores the five-star minimum or higher standard	Major claimant award five-star and notify NAVSUP that GM has achieved five-star. GM qualifies for ashore Ney competition based on established categories

a. When a regional commander or major claimant is notified by a GM they are ready for a five-star accreditation, the regional commander or major claimant will make arrangements for an unannounced visit to the GM to conduct a five-star accreditation.

b. The regional commander or major claimant review team will provide results of the accreditation to the GM at the conclusion of the review.

c. Five-star accreditation will be retained for 1 year.

5. Ney Competition Evaluation Process. Scores assigned to competitive GMs will be based on the results of scores assigned during two evaluation phases.

a. Nutrition and financial management subject matter experts located at NAVSUP 51 will conduct menu and financial review of the ashore GM. Points assigned by NAVSUP 51 will be annotated on the applicable evaluation checklist. Evaluation criteria used by NAVSUP 51 is located in enclosure (4), Part A. Points assigned by NAVSUP 51 will be added to the total score assigned during the onsite evaluation.

b. The Ney Ashore Evaluation Team (NAET) will conduct an unannounced visit and assign points to evaluation criteria line items contained in enclosure (4), Part B.

(1) On the day of the evaluation, the NAET will arrive at the GM no earlier than 0600 and will depart prior to the securing of the evening meal. Evaluations will be scheduled between Monday through Friday and will not be scheduled on weekends or holidays.

(2) The NAET will randomly select 25 GM patrons to complete a patron survey. The patron survey is attachment C of enclosure (4). The NAET will select a wide spectrum of diners by rank and pay grade. Point value for customer satisfaction and Feedback Survey is provided in enclosure (7).

6. Competition Standing. The first place and runner-up GM standing will be based on the total points assigned to enclosure (4), Parts A and B. The GMs scoring the highest points will be recognized as the first place ashore GM in its competitive category and the GM scoring the second highest points will be the runner-up.

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7. Program Benefits

a. Recognition in annual Captain Edward F. Ney Memorial Awards ALNAV message.

b. Recognition in The Navy Supply Corps Newsletter and Navy Food Service, NAVSUP P-476.

c. Personnel from each competitive GM will have the opportunity to participate in IFSEA "Celebrate People" Program. IFSEA's "Celebrate People" Program recognizes persons in the food service department who go beyond the call of duty and exhibit professionalism, teamwork and courtesy that makes them stand out as a benchmark of excellence. The NAET in consultation with the GM management staff will present certificates to persons nominated on the day of the evaluation.

d. A merit citation will be presented to every member of the finalist food service division by IFSEA.

e. A plaque will be presented to first place GMs during the Joint Services Excellence in Food Service Awards ceremony held during the IFSEA conference. Plaques will be sent to the runner-up GMs to recognize their achievement.

f. NAVSUP will pay for a 3-week college credit based culinary program at a leading culinary school. The training will support the professional development career path for the MS. MSs attending the culinary program will be required to participate in class lectures, culinary laboratory training, culinary research and study, and complete an exam. Two MSs from each first place GM will be authorized to attend this program. One MS from each runner-up GM will be authorized to attend this program. A class schedule will be provided by separate correspondence.

8. Recognition Ceremony. A Joint Services Excellence in Food Service Awards Ceremony will be held during the IFSEA annual conference and seminar. Food service winners from the Navy, Marine Corps, Army, Military Sealift Command and Coast Guard will be recognized during a joint ceremony. NAVSUP will pay temporary duty travel expense for two representatives from each first place GM to attend the IFSEA annual conference and seminar.

9. 2003 Timetable Dates

a. 16 September 2002. Major claimant five-star accreditation must be attained in order to compete in the ashore GM competition.

b. 30 September 2002. Five-star GMs submit the following:

(1) IFSEA "Celebrate People" nominations to NAVSUP. For each nominee include a first, middle initial and last name, rate and rank. If applicable, include warfare specialty designation. Finalist GMS may select up to three MSs and three Food Service Attendants (FSAs) that stand out as a benchmark of excellence.

(2) One picture of the general mess (outside view) and one picture of the food service team. Pictures may be submitted electronically by using JPEG or TIF extensions at 300 DPI resolution. Print pictures may be submitted; however, Polaroid or 3X5 prints are not desired.

(3) Identify key personnel to include the Commanding Officer, Executive Officer, Supply Officer, Food Service Officer (FSO) and Leading Mess Management Specialist (LMS). Complete name and rank and applicable warfare specialty designation is desired.

(4) Food Service Division: Number of MSs and number of FSAs.

(5) E-mail address and telephone number for the Supply Officer, FSO and LMS.

Forward all the above data to NAVSUP via e-mail to: sherry_l_johnson@navsup.navy.mil or mail to Commander, Naval Supply Systems Command, SUP 51G, 5450 Carlisle Pike, P.O. Box 2050, Mechanicsburg, PA 17055-0791.

c. 15 October 2002 through 17 January 2003. Review period. (No reviews will be conducted 11 November 2002, 25-29 November 2002 or 16 December-3 January 2003).

d. February 2003. SECNAV announces results of the competition review.

e. 12-15 April 2003. Annual IFSEA Conference and Seminar, Dallas, TX, held at the Hyatt Regency Reunion Square.

f. 13 April 2003. Joint Services Excellence in Food Service Awards Ceremony.

Ney Afloat Evaluation Program

1. Eligibility. Eight ship class eligibility categories include:

a. Strategic Missile Submarine (SSBN) Category, includes 36 competitive boats (includes blue and gold crews) (Fleet distribution 20 Atlantic/16 Pacific).

b. Attack Submarine (SSN) Category, includes 56 competitive boats (Fleet distribution 30 Atlantic/26 Pacific).

c. Small Afloat Category, includes 40 competitive ships (Fleet distribution 22 Atlantic/18 Pacific). Included in this category are Salvage Ships (ARS), Guided Missile Frigates (FFG), Medium Auxiliary Floating Dry Docks (AFDM), Medium Repair Dry Docks (ARDM) and Mobile Diving and Salvage Units (MDSU).

d. Mine Sweeper Category, includes 26 competitive ships (Fleet distribution 26 Atlantic/0 Pacific). Included in this category are Mine Countermeasure (MCM) and Minehunters Coastal (MHC) ships.

e. Medium Afloat (Cruiser/Destroyer) Category, includes 82 competitive ships (Fleet distribution 44 Atlantic/38 Pacific). Included in this category are Guided Missile Cruisers (CG), Destroyers (DD), and Guided Missile Destroyers (DDG).

f. Medium Afloat (Amphibious) Category, includes 27 competitive ship (Fleet distribution 12 Atlantic/15 Pacific). Included in this category are Dock Landing Ships (LSD), Tank Landing Ships (LST) and Amphibious Transport Docks (LPD).

g. Large Afloat Category, includes 24 competitive ships (Fleet distribution 11 Atlantic/13 Pacific). Included in this category are Ammunition Ships (AE), Command Ships (AGF) (LCC), Fast Combat Support Ships (AOE), Amphibious Assault Ships (LHA), Amphibious Assault Ships (LHD) and Submarine Tenders (AS).

h. Aircraft Carrier Category, includes 12 competitive ships (Fleet distribution 6 Atlantic/6 Pacific). Included in this category are Conventional Powered Aircraft Carriers (CV) and Nuclear-Powered Aircraft Carriers (CVN).

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2. Exclusions

a. Private messes and pre-commissioned units are ineligible to compete.

b. GMs not available during the final evaluation period because of major overhaul or renovation are ineligible to compete.

c. NFMT assistance visits are not available during the finalist review period. NFMT assistance visits already in progress will be completed.

3. Fleet Afloat Quotas. Quotas for CINCLANTFLT and CINCPACFLT are as follows:

	<u>CINCLANTFLT</u>	<u>CINCPACFLT</u>
SSBN	2	2
SSN	2	2
Small	2	2
Mine Sweepers	2	0
Medium (Cruiser/Destroyer)	2	2
Medium (Amphibious)	2	2
Large	2	2
Aircraft Carrier	2	2

4. Nomination Process. CINCLANTFLT and CINCPACFLT will identify afloat finalist GMs to NAVSUP based on a selection process which includes analysis and continuous review of Supply Management Inspection, Readiness Support Group, Afloat Training Group scores and Type Commander input.

5. Finalist Review Teams. NAVSUP will empanel two Ney Afloat Finalist Evaluation Teams (NAFETs) whose charter is to evaluate finalists within their respective area of Fleet responsibility. The NAFETs composition includes one representative from the IFSEA and one representative from NAVSUP.

6. Finalist Review Process. Scores assigned to finalist GMs will be based on the results of scores assigned during two evaluation phases.

a. Upon receipt of the Fleet nomination, nutrition and financial management subject matter experts located at NAVSUP 51 will conduct menu and financial review of the afloat GM. Points assigned by SUP 51 will be annotated on the applicable evaluation checklist. Evaluation criteria used by SUP 51 is located in enclosure (5), Part A. Points assigned by SUP 51 will be added to the total score assigned during the onsite evaluation.

b. The NAFET will conduct an unannounced visit and assign points to evaluation items identified in the checklist contained in enclosure (5), Part B.

(1) The NAFET on-site review will be scheduled by NAVSUP during one of the ship's identified available time frames. The exact date of the review will not be identified or announced. Finalist GMs must submit three 1-calendar-week periods where they are available for review.

(2) The NAFET will arrive no earlier than 0600 and will depart prior to the securing of the evening meal. The NAFET will consume and critique the scheduled cycle menu lunch served on the day of the visit.

(3) The NAFET visit will focus on the overall dining experience, customer satisfaction, quality of service, safety, sanitation, financial and administrative capabilities.

(4) The NAFET will randomly select 25 GM patrons to complete a patron survey. The patron survey is attachment C of enclosure (5). The NAFET will select a wide spectrum of diners by rank and pay grade. Point value for Customer Satisfaction and Feedback Survey is provided in enclosure (7).

7. Competition Recognition/Standing. Afloat GMs representing CINCLANTFLT and CINCPACFLT will each be recognized in one of the established competition categories based on the points assigned during the evaluation as shown on the following chart.

Category	First Place	Runner-up	First Place	Runner-up
	Atlantic	Atlantic	Pacific	Pacific
SSBN	1	1	1	1
SSN	1	1	1	1
Small	1	1	1	1
Mine Sweepers	1	1	0	0
Medium (Cruiser/Destroyer)	1	1	1	1
Medium (Amphibious)	1	1	1	1
Large	1	1	1	1
Aircraft carrier	1	1	1	1

8. Program Benefits. Afloat GMs will receive awards corresponding to their competition standing.

a. Recognition in annual Captain Edward F. Ney Memorial Awards ALNAV message.

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b. Recognition in The Navy Supply Corps Newsletter and Navy Food Service, NAVSUP P-476.

c. Personnel from each Finalist GM will have the opportunity to participate in IFSEA "Celebrate People" Program. IFSEA's "Celebrate People" Program recognizes select persons in the food service department who go beyond the call of duty and exhibit professionalism, teamwork and courtesy that makes them stand out as a benchmark of excellence. The IFSEA NAFET will present certificates to nominated persons on the day of the evaluation. The NAFET team, in consultation with the GM management staff, may also award on-the-spot "Celebrate People" certificates.

d. A merit citation will be presented to every member of the finalist food service division by IFSEA.

e. A plaque will be presented to all finalist GMs. Presentations will be made to first place GMs during the Joint Services Excellence in Food Service Awards ceremony held during the IFSEA conference. Plaques recognizing runner-up standing will be sent to the command.

f. NAVSUP will pay for a 3-week college credit based culinary program at a leading culinary school. The training will support the professional development career path for the MS. MS's attending the culinary program will be required to participate in class lectures, culinary laboratory training, culinary research and study, and complete an exam. A class schedule will be provided by separate correspondence. Training quotas are based on the following chart.

Category	Number of MSs	Number of MSs
	First Place	Runner-up
SSBN	1	1
SSN	1	1
Small	1	1
Mine Sweepers	1	1
Medium (Cruiser/Destroyer)	1	1
Medium (Amphibious)	1	1
Large	2	1
Aircraft carrier	3	1

9. Recognition Ceremony. A Joint Services Excellence in Food Service Awards Ceremony will be held during the IFSEA annual conference and seminar. Food service winners from the Navy, Marine Corps, Army, Military Sealift Command and Coast Guard will be recognized during a joint ceremony. NAVSUP will pay temporary duty travel expense for two representatives from each first place GM to attend the IFSEA annual conference and seminar.

10. 2003 Timetable Dates

a. 16 September 2002. CINCLANTFLT and CINCPACFLT identify finalists to NAVSUP.

b. 30 September 2002. Finalist Afloat GMs submit the following:

(1) Three 1-calendar-week periods where they are available for review. When submitting calendar weeks, finalist should not include 11 November 2002, 25-29 November 2002, or 19 December 2002 - 3 January 2003. No evaluations will be conducted on these dates. Also submit location with your dates: i.e., 21-25 October 2002, inport Norfolk, VA; 4-8 November 2002, inport Mayport, FL; and 9-13 December 2002, inport Norfolk, VA.

(2) IFSEA "Celebrate People" nominations to NAVSUP. For each nominee include a first, middle initial and last name, rate and rank. If applicable, include warfare specialty designation. Finalist GMs may select up to three MSs and three FSAs that stand out as a benchmark of excellence.

(3) One picture of the general mess (outside view) and one picture of the food service team. Pictures may be submitted electronically by using JPEG or TIF extensions at 300 DPI resolution. Print pictures may be submitted; however, Polaroid or 3X5 prints are not desired.

(4) Identify key personnel to include the Commanding Officer, Executive Officer, Supply Officer, FSO and LMS. Complete name and rank and applicable warfare specialty designation is required.

(5) Food Service Division: Number of MSs and number of FSAs.

(6) E-mail address and telephone number for the Supply Officer, FSO and LMS.

Forward all the above data to NAVSUP via e-mail to: sherry_l_johnson@navsup.navy.mil or mail to Commander, Naval Supply Systems Command, SUP 51G, 5450 Carlisle Pike, P.O. Box 2050, Mechanicsburg, PA 17055-0791.

c. 15 October 2002 through 17 January 2003. NAFET on-site review period. (No reviews will be conducted 11 November 2002, 25-29 November 2002 or 16 December-3 January 2003).

d. February 2003. SECNAV announces results of the finalist review.

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e. 12-15 April 2003. Annual IFSEA Conference and Seminar,
Dallas, TX, held at the Hyatt Regency Reunion Square.

f. 13 April 2003. Joint Services Excellence in Food Service
Awards Ceremony.

Ney Five-Star Hospital Accreditation and Competition Program

1. Eligibility. Any hospital NMD.

a. NMDs must achieve BUMED five-star accreditation status in order to be eligible to compete for recognition in the Captain Edward F. Ney Memorial Awards program.

b. Five-star accredited NMDs can compete for recognition as a Ney Awards Hospital Ashore NMD in the Hospital competition category.

2. Exclusions

a. NFMT members are not available to participate in the BUMED accreditation reviews.

b. NFMT assistance visits are not available during the five-star accreditation review period. NFMT assistance visits already in progress will be completed.

3. Five-Star Accreditation Program

a. The five-star accreditation program recognizes those NMDs that, based on customer expectations, exceed the minimum standards for food service. NMDs receiving three-, four- and five-star accreditations provide their patrons with levels of service beyond the required minimums.

b. Three-star NMD operations provide a well-balanced meal in a clean, well-maintained dining facility. Service is timely, friendly and competent. Equipment and procedures are in place to ensure sanitation and safety standards are maintained.

c. Four-star NMD operations provide all the attributes of the three-star level while showing noticeable enhancements in the overall dining operation.

d. Five-star NMD operations are the ultimate in general mess food service. The dining facility is equal to or better than those provided by a quality commercial restaurant. The food service staff is extremely knowledgeable and professional, providing exceptional service to all NMD patrons.

4. BUMED Five-Star Accreditation Process. The following chart summarizes the various steps in the accreditation process.

	Step	Assessment Results	Next Process
1.	NMD conducts self-assessment using enclosure (6)	NMD does not attain the five-star minimum score	NMD continues to work towards five-star accreditation
1.	NMD conducts self-assessment using enclosure (6)	NMD scores five-star minimum or higher	NMD requests BUMED validation review
2.	BUMED conducts accreditation using enclosure (6)	NMD scores less than the five-star minimum standard	BUMED awards four or three-star accreditation as appropriate
1.	NMD conducts self-assessment using enclosure (6)	NMD scores the five-star minimum or higher standard	NMD requests BUMED validation review
2.	BUMED conducts accreditation using enclosure (6)	NMD scores the five-star minimum or higher standard	BUMED award five-star and notify NAVSUP that NMD has achieved five-star. NMD qualifies for hospital competition

a. When BUMED is notified by a NMD they are ready for a five-star accreditation, BUMED will make arrangements for an unannounced visit to NMD to conduct a five-star accreditation.

b. The BUMED review team will provide results of the accreditation to NMD at the conclusion of the review.

c. Five-star accreditation will be retained for 1 year.

5. Ney Competition Evaluation Process

a. Scores assigned to competitive NMDs will be based on the results of an unannounced visit using the checklist contained in enclosure (6).

b. The Ney Hospital Evaluation Team (NHET) will conduct an unannounced visit and assign points to evaluation criteria line items contained in enclosure (6).

(1) On the day of the evaluation, NHET will arrive at NMD no earlier than 0600 and will depart prior to the securing of the evening meal. Evaluations will be scheduled between Monday through Friday and will not be scheduled on weekends or holidays.

(2) NHET will randomly select 25 GM patrons to complete a patron survey. The patron survey is attachment C of enclosure (6). NHET will select a wide spectrum of diners by rank and pay grade. Point value for customer satisfaction and Feedback Survey is provided in enclosure (7).

6. Competition Standing. The first place and runner-up standing will be based on the points assigned during the evaluation. The NMD scoring the highest points will be recognized as the first place hospital and the NMD scoring the second highest points will be runner-up.

7. Program Benefits

a. Recognition in annual Captain Edward F. Ney Memorial Awards ALNAV message.

b. Recognition in The Navy Supply Corps Newsletter and Navy Food Service, NAVSUP P-476.

c. Personnel from each competitive NMD will have the opportunity to participate in the IFSEA "Celebrate People" program. IFSEA's "Celebrate People" program recognizes persons in the food serve department who go beyond the call of duty and exhibit professionalism, teamwork and courtesy that makes them stand out as a benchmark of excellence. NHET, in consultation with the NMD management staff, will present certificates to persons nominated on the day of the evaluation.

d. A merit citation will be presented to every member of the finalist food service division by IFSEA.

e. A plaque will be presented to the first place NMD during the Joint Services Excellence in Food Service Awards ceremony held during the IFSEA conference. A plaque will be sent to the runner-up NMD to recognize their achievement.

f. NAVSUP will pay for a 3-week college credit based culinary program at a leading culinary school. The training will support the professional development career path for the MS. MSs attending the culinary program will be required to participate in class lectures, culinary laboratory training, culinary research and study, and complete an exam. Two MSs from the first place NMD will be authorized to attend this program. One MS from the runner-up NMD will be authorized to attend this program. A class schedule will be provided by separate correspondence.

8. Recognition Ceremony. A Joint Services Excellence in Food Service Awards Ceremony will be held during the IFSEA annual conference and seminar. Food service winners from the Navy,

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Marine Corps, Army, Military Sealift Command and Coast Guard will be recognized during a joint ceremony. NAVSUP will pay temporary duty travel expense for two representatives from each first place NMD to attend the IFSEA annual conference and seminar.

9. 2003 Timetable Dates

a. 16 September 2002. BUMED five-star accreditation must be attained in order to compete in the Hospital competition.

b. 30 September 2002. Five-star NMDs submit the following:

(1) IFSEA "Celebrate People" nominations to NAVSUP. For each nominee include a first, middle initial and last name, rate and rank. If applicable, include warfare specialty designation. Finalist NMDs may select up to three MSs and three FSAs that stand out as a benchmark of excellence.

(2) One picture of the NMD (outside view) and one picture of the food service team. Pictures may be submitted electronically by using JPEG or TIF extensions at 300 DPI resolution. Print pictures may be submitted; however, Polaroid or 3X5 prints are not desired.

(3) Identify key personnel to include the Commanding Officer, Executive Officer, Department Head (DH) and LMS. Complete name and rank and applicable warfare specialty designation is desired.

(4) Food Service Division: Number of MSs and number of FSAs.

(5) E-mail address and telephone number for the DH and LMS.

Forward all the above data to NAVSUP via e-mail to: sherry_l_johnson@navsup.navy.mil or mail to Commander, Naval Supply Systems Command, SUP 51G, 5450 Carlisle Pike, P.O. Box 2050, Mechanicsburg, PA 17055-0791.

c. 15 October 2002 through 17 January 2003. Review period. (No reviews will be conducted 11 November 2002, 25-29 November 2002 or 16 December-3 January 2003).

d. February 2003. SECNAV announces results of the competition review.

e. 12-15 April 2003. Annual IFSEA Conference and Seminar, Dallas, TX, held at the Hyatt Regency Reunion Square.

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f. 13 April 2003. Joint Services Excellence in Food Service
Awards Ceremony.



APPLICATION FOR ASHORE FIVE-STAR ACCREDITATION

General Mess: _____

Supply Officer: _____

Phone Number: _____ E-Mail: _____

Food Service Officer: _____

Phone Number: _____ E-Mail: _____

Fax: _____

Sponsoring Major Claimant: _____

Point of Contact: _____ E-Mail: _____

Phone Number: _____ Fax: _____

Assessment Conducted By: _____ on _____

FIVE-STAR ACCREDITATION RATING SCALE

640 - 739	3-STAR RATING	☆☆☆
740 - 789	4-STAR RATING	☆☆☆☆
790 - 820	5-STAR RATING	☆☆☆☆☆

TOTAL POINTS ASSIGNED TO THIS GENERAL MESS:

CAPTAIN EDWARD F. NEY AWARDS COMPETITION

TOTAL POSSIBLE POINTS IS 820

SCORE ASSIGNED AS A RESULT OF THIS REVIEW IS:

Part A: EVALUATION REVIEW CONDUCTED AT NAVSUP

	MAX POINTS	ASSIGNED POINTS
<p>1. Menu review conducted in the past 18-months by a dietician utilizing the NAVSUP scorecard system. Assign points based on the following:</p> <ul style="list-style-type: none"> • Score of 90% or greater - 25 points • Score of 89% to 85% - 15 points • Score of 84% to 80% - 5 points • Score of 79% and below - 0 points 	25	
<p>2. Late financial reports submitted to NAVSUP (without prior notification to NAVSUP) more than twice in a 12-month period. Assign points based on the following:</p> <ul style="list-style-type: none"> • 2 or less late reports - 10 points • 3 late reports - 5 points • 4 or more late reports - 0 points 	10	
<p>3. Outstanding audit errors that are identified in NAVSUP's Navy Food Service Financial Management Information Program over 90-days old. Assign points based on the following:</p> <ul style="list-style-type: none"> • No outstanding audit errors - 10 points • 1 outstanding audit error - 7 points • 2 outstanding audit errors - 4 points • 3 or more outstanding audit errors - 0 points 	10	
<p>4. Outstanding certification of rations letters over 30-days old. Assign points based on the following:</p> <ul style="list-style-type: none"> • No outstanding rations letters - 10 points • 1 outstanding rations letters - 7 points • 2 outstanding rations letters - 4 points • 3 or more outstanding rations letters - 0 points 	10	
<p>5. Unjustified use of the "other sales of meals" line on the NAVSUP Form 1359 with prior approval from NAVSUP. Assign points based on the following:</p> <ul style="list-style-type: none"> • No unjustified use of the "other sales of meals" line - 10 points • 1 unjustified use of the "other sales of meals" line - 7 points • 2 unjustified uses of the "other sales of meals" line - 4 points • 3 or more unjustified uses of the "other sales of meals" line - 0 points 	10	

**Part A: EVALUATION REVIEW CONDUCTED AT NAVSUP
(CONT'D)**

	MAX POINTS	ASSIGNED POINTS
6. Undeposited sales not received within 90-days of the close of the fiscal year. Assign points based on the following: <ul style="list-style-type: none"> No undeposited sales not received within 90-days of the close of the fiscal year - 10 points 1 undeposited sales not received - 7 points 2 undeposited sales not received - 4 points 3 or more undeposited sales not received - 0 points 	10	
TOTAL PART A	75	

Note: Total points assigned in Part A by SUP 51 will be added to the total score assigned during the onsite evaluation. GMs are encouraged to use both Parts A and B to assess their GM operation.

Part B: ONSITE REVIEW

**AREA I: MENU PLANNING, PREPARATION, ACCEPT-
ABILITY, CONSERVATION, FOOD AND
CUSTOMER FEEDBACK**

1. Menus are posted daily in the general mess to describe and merchandize meals. (NAVSUP P-486, Vol. I, 3102.9)	5	
2. A Menu Planning/Menu Review Board is established and effectively used as a management tool to reflect the crew's preferences (NAVSUP P-486, Vol. I, 3100.1i)	5	
3. Complete set of Armed Forces Recipe Cards with changes is current and on-hand. (NAVSUP P-486, Vol. I, 3100.1a)	5	
4. Meat block and frequency chart(s) are developed and used as the basis for planning each cycle menu. (NAVSUP P-486, Vol. I, 3102.2i)	5	
5. NAVSUP 1090s are retained for a minimum of the current and three previous monthly accounting periods. (NAVSUP P-486, Vol. I, Appendix A, Section 2)	5	

AREA I: MENU PLANNING, PREPARATION, ACCEPT- ABILITY, CONSERVATION, FOOD AND CUSTOMER FEEDBACK (CONT'D)	MAX POINTS	ASSIGNED POINTS
6. Food Preparation Worksheet (NAVSUP Form 1090) is being effectively used as a management tool. (Use preparation worksheet and matrix, Attachment A, to determine numerical grade.) (NAVSUP P-486, Vol. I, 3101.2b)	10	
7. Appropriate food preparation thermometers are on hand, accurate and used effectively in food preparation. (NAVSUP P-486, Vol. I, 3103.3)	5	
8. Progressive/batch cooking principles are practiced. (NAVSUP P-486, Vol. I, 3103.2d)	5	
9. Standard volume measuring devices and scales are on hand, accurate and used effectively in food preparation. (AFRS, Section A)	5	
10. All food items prepared are being sampled during preparation and prior to serving. (NAVSUP P-486, Vol. I, 1106.2j)	5	
11. Number of personnel to be fed is accurately estimated. (NAVSUP P-486, Vol. I, 3101, 3400.2)	5	
12. Menu sampling. (Use menu sampling worksheet (Attachment B, Lunch) to determine numerical grade). (NAVSUP P-486, Vol. I, Appendix I)	10	
13. All food placed on the serving line is kept covered until served to prevent shriveling and drying. (NAVSUP P-486, Vol. I, 3200.1a)	5	
14. Food items are attractively and properly displayed on the serving line. (NAVSUP P-486, Vol. I, 3200.3a)	5	
15. Proper serving temperatures are maintained for hot foods. (NAVMED P-5010, Chap. 1, 3.5.3)	10	
16. Proper serving temperatures are maintained for cold foods. (NAVMED P-5010, Chap. 1, 3.5.3)	10	
17. Team will pass out 25 patron survey forms to a cross section of personnel. Use Attachment C, Customer Satisfaction and Feedback Survey.	25	
TOTAL AREA I	125	

AREA II: ADMINISTRATION

	MAX POINTS	ASSIGNED POINTS
1. DD Form 200 is prepared per governing regulations. (NAVSUP P-486 Vol. I, 6000)	2	
2. DD Form 1544s are used in the prescribed manner for meals sold for cash from the general mess. (NAVSUP P-486 Vol. I, 2201.1b)	5	
3. FSO reviewed the DD Form 1544s at least weekly and ensured an audit was made when cash was collected. (NAVSUP P-486, Vol. I, 2201.b(4)(d))	5	
NAVSUP FORM 338 4. NAVSUP Form 338 is properly prepared and posted on a daily basis. (NAVSUP P-486 Vol. I, 6103.1)	2	
NAVSUP FORM 470 5. All transfers of funds among cashier(s), cash collection agent(s) and disbursing officer(s) are accounted for on NAVSUP Form 470 showing collection date, amount collected, both in figures and words and signed by the individual authorized to deliver cash and the person authorized to receive cash. (NAVSUP P-486, Vol. I, 2202)	5	
6. All cash collected from sales was deposited with the disbursing officer: a. On or before the last day of the month, b. On relief of the FSO, c. On relief of the CO (ships without a Supply Corps officer), d. Daily or at least twice weekly. (NAVSUP P-486, Vol. I, 2202.3)	5	
NAVSUP FORM 1059 7. Inventories are taken as required: (Assign two points for each sub item, maximum total score is 12. If a sub item does not apply, assign two points for that sub item) (NAVSUP P-486, Vol. I, 7100.3) a. Upon receipt of the accountable FSO. b. Upon relief of the responsible bulk storeroom custodian at the FSO's discretion.	12	

AREA II: ADMINISTRATION (CONT'D)

	MAX POINTS	ASSIGNED POINTS
NAVSUP FORM 1059 (continued)		
c. A full physical inventory will be conducted within 90 days of the last full physical inventory.		
d. For Trident submarines, at end of each patrol cycle.		
e. When there is evidence of unauthorized entry into that storeroom.		
f. At any other when directed by TYCOM, major claimant, CO, Supply Officer or FSO.		
8. Spot Inventories: A weekly minimum of 5% of the subsistence in the bulk storeroom is inventoried by the FSO, concentrating on fast moving, high value items. (NAVSUP P-486, Vol. I, 7101.1a)	5	
NAVSUP FORM 1282		
9. Post-daily issue documents are kept in the accountability file for the current and 3 previous monthly accounting periods only. (NAVSUP P-486 Vol. I, 6106.6, Appendix A, Section 2)	2	
10. All items on the issue documents are required to prepare the meals. (NAVSUP P-486 Vol. I, 6101.5b)	2	
11. Quantities that are issued are not in excess of requirements. (NAVSUP P-486 Vol. I, 6101.5c)	2	
12. Unprepared food items left over at the end of the day (intended for use that day) are returned to the storeroom on the same day. (NAVSUP P-486 Vol. I, 6101.3)	2	
NAVSUP FORM 1292		
13. A monthly audit (based on command procedures) is conducted on the monthly records and supporting documents. (NAVSUP P-486, Vol. I, 2305.3)	2	
14. NAVSUP 1334 was properly prepared and distributed. (NAVSUP P-486, Vol. I, 6002.3)	2	

AREA II: ADMINISTRATION (CONT'D)

	MAX POINTS	ASSIGNED POINTS
NAVSUP FORM 1359		
15. All cash deposited is reported as collected and credited to the fiscal year in which the sale took place. (NAVSUPNOTE 7300)	2	
PROCUREMENT/RECEIPT/STORAGE		
16. Receipt inspector circled quantity actually received and signed all receipt documents. (NAVSUP P-486, Vol. I, 5204.3)	5	
17. Receipt invoices and delivery documents. Storeroom custodian accepted responsibility for the custody of the subsistence items received. (NAVSUP P-486, Vol. I, 5206)	5	
FOOD SERVICE MANAGEMENT (FSM) AUTOMATED SYSTEM		
18. The most current system back-up is maintained in the FSO's Accountability File. (NAVSUP P-486 Vol. I, Appendix A, Section 2)	5	
19. FSM users other than the FSO do not have access to the security module and hardware configuration function. (NAVSUP P-486, Vol. I, Appendix A, Section 1)	5	
20. An instruction prepared by the FSO to food service personnel covers the operation of the FSM computer and security. (NAVSUP P-486, Vol. I, Appendix A, Section 1)	5	
21. Daily back-up disks are properly performed including Friday daybacks held for 13 weeks. (NAVSUP P-486 Vol. I, Appendix A, Section 2)	5	
22. FSM monthly back-up disks are created and maintained for the previous 12 months. (NAVSUP P-486 Vol. I, Appendix A, Section 2)	5	
23. FSO has a sealed envelope in the supply officer's safe with the system's access ID and password along with the override password on paper for emergency conditions. (NAVSUP P-486, Vol. I, Appendix A, Section 1)	5	
24. Command Duty Officer designated by the CO to sample the meal pays the standard meal rate as listed on the annual NAVSUP Sale of Meal Rates naval message if portions sampled are greater than a tablespoon in size. (NAVSUP P-486, Vol. I, 2201.5)	5	

AREA II: ADMINISTRATION (CONT'D)

	MAX POINTS	ASSIGNED POINTS
25. Conduct 15-item inventory validity spot-check. (Use Attachment D, Inventory Validity Worksheet.)	15	
TOTAL AREA II	115	

AREA III: MANAGEMENT

1. A current "Pledge of Service" is signed and appropriately displayed. (NAVSUP P-486, Vol. I, 1106.2u)	10	
2. Contingencies are established to facilitate meeting commitments during unique operational periods. (NAVSUP P-486, Vol. I, 3300, 3301)	10	
3. Required Food Service publications and notices are current and up-to-date. Refer to attachment E for a complete list. (Evaluators will randomly select and ask to see five required publications or notices identified in attachment E. Two points will be assigned for each publication or notice. (NAVSUP P-476)	10	
4. Command/Food Service Division program is in effect to recognize outstanding personnel. (NAVSUP P-486, Vol. I, 1104.4e)	10	
5. All required letters of authority and appointment are current. (NAVSUP P-486, Vol. I, Appendix B) (Assign two points for each sub-item, maximum total score is 20 points). a. The Supply Officer's letter of authority for the sale of meals from the general mess is on file. (NAVSUP P-486, Vol. I, 1116, 2001.1) b. The Supply Officer has authority from the CO to make menu changes; statement of authority is signed by the CO and included on each menu posted. (NAVSUP P-486, Vol. I, 3101.2d) c. The Supply Officer has designated a control officer for the handling and security of the DD Form 1544. (NAVSUP P-486, Vol. I, 1116.2)	20	

AREA III: MANAGEMENT (CONT'D)

	MAX POINTS	ASSIGNED POINTS
d. FSO has designated in writing a cashier(s) to receive payment for meals sold. (NAVSUP P-486, Vol. I, 1116.2)		
e. FSO has designated in writing an individual to be a collection agent or an authorized custodian. (NAVSUP P-486, Vol. I, 1116.2)		
f. A letter of authorization from the CO for the sale of food items is on hand. (NAVSUP P-486, Vol. I, 1116.2, 6301.1, Appendix B)		
g. FSO has written authority for persons other than the mess manager or treasurer to sign requisitions. (NAVSUP P-486, Vol. I, 6302.1)		
h. CO's letter of authorization for a change fund is on file. (NAVSUP P-486, Vol. I, 2202.4i).		
i. The Supply Officer has assigned the FSO financial accountability for general mess functions. (NAVSUP P-486, Vol. I, 1116.2)		
j. FSO's letter of authority is on hand appointing an individual to receive subsistence items in the absence of the FSO or his/her assistant. (NAVSUP P-486, Vol. I, 5203.11162c, Appendix B)		
TOTAL AREA III	60	

AREA IV: TRAINING

1. A long and short range training program is established and promulgated. (NAVSUP P-486, Vol. I, Appendix L)	5	
2. MS' training curriculum (Lesson Plans) is being utilized effectively. (NAVSUP P-486, Vol. I, Appendix L)	5	

AREA IV: TRAINING (CONT'D)

	MAX POINTS	ASSIGNED POINTS
3. All food service personnel have received a minimum of 4 hours initial and 4 hours refresher food sanitation training. Food service training certificates are current for all personnel. (NAVMED P-5010, Chapter 1, Sec 2-1.2.2.B and Sec. 2-1.2.2.C.d)	10	
4. A record of physical exam and food handlers training certificate are on hand for all food service division personnel. (NAVMED P-5010, Chap 1, Section 2-1.2.2b and Section 2-1.2.2.c.d)	10	
TOTAL AREA IV	30	

AREA V: SAFETY

1. Safety devices including interlock switches, shielded toggle switches, temperature/pressure gauges, steam relief valves and machinery guards are in place and in proper operating condition. (NAVSUP P-486, Vol. I, Appendix P)	10	
2. Preventive maintenance on fire safety equipment (CO2/PKP bottles) is in periodicity. (OPNAVINST 4790.4C, NSTM 555, NAVSUP P-486, Vol. I, Appendix P)	10	
3. Personnel are aware of and educated in the proper emergency procedures and use of emergency/safety devices. (NAVSUP P-486, Vol. I, Appendix P)	10	
4. Safety hazards such as slippery floors, hot pipes, live steam, etc., do not exist. (NAVSUP P-486, Vol. I, Appendix P)	15	
5. Heat Stress Program is in effect with the appropriate instructions, logs, forms and reports being maintained and adhered to. (OPNAVINST 5100.19D, Chapter B-2)	10	
6. Personnel display sufficient caution when handling and operating all utensils and equipment. (NAVSUP P-486, Vol. I, Appendix P)	10	
7. There is no evidence of electrical shock hazards in any food service space. (NAVSUP P-486, Vol. I, Appendix P-1-2) (OPNAVINST 5100.19C. Section C-9)	10	

AREA V: SAFETY (CONT'D)

	MAX POINTS	ASSIGNED POINTS
8. Emergency lighting (provided by relay operated lanterns) for exits and above the inside door of the general mess spaces, refrigerated and dry provisions storerooms are installed and are in good order. (Gen Specs 332, Section 336, para 25)	10	
9. Chill and freeze storerooms are configured with the capability for emergency escape, and emergency escape procedures are posted inside. (Gen Specs 638E, para 50/NFPA Regs)	10	
10. A fixed fire extinguishing system is provided over deep fat fryers and continuous doughnut fryers with a 3" travel on fusible links. (Gen Specs 555f/NFPA Regs/S9555-AR-MMO-010)	10	
11. A remote activating station for installed fire fighting system is clearly labeled and is located at the exit to the door away from equipment. (Gen Specs 555f, para 60/NSTM 555)	10	
12. The deep fat fryer is not operated unattended or without a thermometer inserted. (NAVSUP P-486, Vol. I, Appendix P) (OPNAVINST 5100.19D, Chapter C-19)	10	
13. Guards are installed over the drive shafts/clutch plate of the scullery dishwashing machine. (Gen Spec 651B, para 35)	10	
14. Hydrostatic testing of steam-jacketed kettles and high compression steam cookers are completed per maintenance schedule. (NAVSEA Tech. Man. 340.62), (NAVSUP P-486, Vol. I, Appendix P), (PMS 6520/001 A-1)	10	
15. Pull chains on the steam-jacketed kettles are readily accessible without the risk of being burned from the steam relief valve and steam pipe lagging. (Gen Spec 651B, para 35) (NAVMED P-5010, 4-7.2)	10	
16. Food service personnel are provided with protective clothing (i.e., rubber gloves and aprons, face shields and chemical safety goggles) for the performance of their duties. (OPNAV 5100.19D, Section C-4) (NAVSUP P-486, Vol. I, Appendix P)	10	

AREA V: SAFETY (CONT'D)

	MAX POINTS	ASSIGNED POINTS
17. Knives and cutlery shall be stored and secured in knife racks provided. (GSFS 651)	10	
18. Facilities are free of safety hazards as noted in NAVSUP P-486 Appendix I, Area V.	10	
TOTAL AREA V	185	

AREA VI: SANITATION NAVMED P-5010, CHAPTER 1

1. During meal service, serving lines and salad bars are promptly cleaned. (NAVSUP P-486, Vol. I, 3201.2)	5	
2. All refrigerated storage spaces (including milk dispensers, refrigerated display cases and salad bars, galley pantry reach-in reefers, bulk reefers and freezer(s)) are maintained at the following temperatures. (Section 3-4) (Assign two points for each sub-item, maximum total score is 10 points.) a. Freezers - 0° F or lower b. Dairy Products Box - 41° F or below c. Chilled Bulk Storage - 32-41° F d. Thaw Box - 36-38° F e. Reach-in Reefer - 32-41° F	10	
3. Fresh and frozen foods are protected from the influence of decayed foods, contamination and spoilage and correctly loaded to allow for adequate circulation. Food items which have been removed from their original containers and stored in refrigerated spaces are covered with suitable non-absorbent material with labels indicating contents. Frozen foods are correctly thawed and not refrozen. (Section 3-4)	10	

**AREA VI: SANITATION NAVMED P-5010, CHAPTER 1
(CONT'D)**

	MAX POINTS	ASSIGNED POINTS
<p>4. Potentially hazardous foods and beverages are protected from contamination and meet time and temperature requirements: (Section 3-2) (Assign 5 points for each sub item, maximum total score is 20 points)</p> <ul style="list-style-type: none"> a. Food items are labeled with time and date prepared and discard date. b. Elapsed time in which food was held between 41° F and 140° F does not exceed 4 hours. (Section 3-5.6.2c) c. Food served cold or saved as leftovers are placed in shallow pans (food depth not more than 3") and cooled to 41° F within 4 hours. (Section 3-5.6.2i(2)) d. Leftover foods are not being retained over 24 hours when properly chilled at 41° F or below or 5 hours when maintained hot 140° F or higher. (Section 3-5.6.2) 	20	
<p>5. Refrigerated storage spaces are properly constructed, installed and cleaned. Frost or glaze ice is not allowed to accumulate more than ¼ inch thickness on the interior surfaces or on the refrigeration coils. (Section 3-4.2)</p>	10	
<p>6. Temperatures of all bulk cold storage spaces are logged at least twice daily. (Section 3-4.2)</p>	5	
<p>7. Only food items are stored in food storage space (storerooms, refrigerators, food lockers, etc.). (Section 4-1)</p>	5	
<p>8. Thermometers are readily observable, easily readable, numerically scaled and accurate to $\pm 3^{\circ}$ F at the critical range in all refrigerated spaces. (Section 3-4.2(a))</p>	5	
<p>9. All surfaces of equipment or utensils which come in direct contact with food are impervious, corrosion resistant, of smooth construction and are kept clean and properly sanitized. Cracks/crevices and open seams are sealed to prevent food particles and foreign matter from accumulating. (Section 4-1)</p>	5	

**AREA VI: SANITATION NAVMED P-5010, CHAPTER 1
(CONT'D)**

	MAX POINTS	ASSIGNED POINTS
10. All serving lines and food/salad bars and soup pot (set up for self-service) are equipped with a functional sneeze-shield. (Section 3-5.10)	10	
11. Cutting boards have smooth surfaces and are free of crevices and nicks that impede cleaning and sanitizing. (Section 4-7.5)	5	
12. Food service equipment and utensils are properly maintained, serviced, cleaned and sanitized. (Section 4-7.1)	5	
13. All sponges and cleaning cloths used for cleaning galley utensils and equipment are washed and sanitized after each meal period. (Section 4-7.6)	5	
14. Automatic dishwashing machines meet National Sanitation Foundation standards or equivalent and are properly cleaned, maintained and operated at proper temperatures with approved dishwashing and sanitizing agents per manufacturer's provided instructions. (Section 4-2.14, Section 4-2.16, Section 4-2.17) a. Wash temperature: 150-160° F b. Rinse temperature: 160-180° F c. Final rinse temperature: 180-194° F	10	
15. Manual dishwashing is accomplished per correct procedures and in properly designated three compartment sinks. (Section 4-2.19.1) a. Wash temperature: Not less than 110° F (Section 4-2.13) b. Rinse temperature: 120-140° F c. Sanitizing temperature: 171° F for over 30 seconds or 1 minute in approved sanitizing solution. (Section 4-2.15)	10	
16. Equipment and utensils are properly air dried, handled and stored after being washed. (Section 4-2.1)	5	
17. No unauthorized supplies are present or in use such as unauthorized soap or steel wool. (Section 4-7.7, 4-7.8)	5	

**AREA VI: SANITATION NAVMED P-5010, CHAPTER 1
(CONT'D)**

	MAX POINTS	ASSIGNED POINTS
18. Personnel performing food service duties are free from communicable diseases and open lesions on the exposed portions of their bodies. (Section 2-2)	5	
19. Food service personnel are physically clean, wearing clean garments, practicing good personal hygiene and proper food handling procedures. (Section 2-3)	5	
20. Caps, hairnets or other effective hair restraints are worn to prevent hair from falling into food. Beards are completely covered with a "snood" or beard bag at all times while preparing, handling and serving food or while cleaning and sanitizing food contact surfaces. (Section 2-4)	5	
21. Clothing and personal effects of food service personnel are not kept in food preparation and serving areas; nor are personnel using these areas for changing their clothes. (Section 2-3)	5	
22. Ice scoops are stored handle up in a freely draining metal bracket outside the ice storage compartment or in a metal bracket installed with the machine. (Section 3-4.7)	5	
23. Toilets, hand washing sinks and locker rooms are conveniently located and properly equipped. They are maintained in good working order and supplied with soap, proper hand drying equipment such as disposable paper towels and hot hand dryers and toilet tissue. (Section 5-7.1 and Section 5-7.2)	5	
24. Heads and locker rooms are clean, neat, free of malodors and in good repair. Head facilities do not open directly into food preparation areas. (Section 5-7.1)	5	
25. Garbage and refuse are properly collected in clean, covered, leak-proof containers and stored in a manner which preclude nuisance conditions or accessibility to insects and rodents. (Section 5-8.1)	5	

**AREA VI: SANITATION NAVMED P-5010, CHAPTER 1
(CONT'D)**

	MAX POINTS	ASSIGNED POINTS
26. Food service facility is adequately protected against the entry and harborage of insects, rodents, birds and other pests. An effective pest control program is being carried out under the supervision of trained and certified pest control personnel. (Section 5-9, 2.8.5-9.3)	5	
27. Conspicuously posted signs in food service and toilet areas instructing personnel to wash their hands with soap and potable water prior to engaging in any food service operation and always after visiting toilet facilities. (NAVSUP P-486, Vol. I, Appendix K-2-9)	5	
28. The entire facility and surrounding premises used in connection with food service operations are kept neat, clean and free of litter, refuse and garbage. (Assign 5 points for each sub item, maximum total score is 20 points) (Section 5-5.1) a. Scullery b. Dining Area and Outside Premises c. Food Preparation Galley/Serving Lines d. Non-Refrigerated Store Rooms	20	
29. Ventilation hoods and grease filters are cleaned of dirt and grease as often as necessary (no less than weekly) to avoid danger of fire. Filters which cannot be adequately cleaned are replaced. (Section 5-3.2)	10	
30. Food service facilities are inspected once monthly by a medical department representative and findings are recorded on NAVMED 6204/1 and retained copies or completed forms are maintained by food service management personnel. Sanitation inspections may be performed on a quarterly basis if authorized by the cognizant preventive medicine authority in writing. (Section 6-1.1, Section 6-1.2, and Section 6-2.2)	5	
31. Cleaning gear (swabs, brushes, etc.) and cleaning supplies (detergents, disinfectants, and other toxic materials) are properly stored. (Section 5-5.4)	5	

**AREA VI: SANITATION NAVMED P-5010, CHAPTER 1
(CONT'D)**

	MAX POINTS	ASSIGNED POINTS
32. Dining areas are neat and clean (clean from dirt, dust and food residues). (NAVSUP P-486, Vol. I, 3700.2)	5	
33. Patron service areas are organized and well stocked. (NAVSUP P-486, Vol. I, 3700.3)	5	
TOTAL AREA VI	230	

FIVE-STAR ACCREDITATION REVIEW

GRAND TOTAL	820	
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NEY COMPETITION

TOTAL PART A	75	
TOTAL PART B	745	
GRAND TOTAL	820	

FOOD PREPARATION WORKSHEET**ACTUAL PORTIONS PREPARED VALIDITY CHECK**

	DATE	AFRS	MENU/ITEM	UI/HD	1282	CONV	1090
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

NAVSUP 1090 GRADE MATRIX

	A	B	C	D	
1					A - Actual prepared based on breakout.
2					B - All required signed blocks were signed.
3					
4					C - Actual prepared and leftovers were documented for all items.
5					
6					D - Actual fed blocks were properly filled out.
7					
8					<u>Scoring Instructions:</u>
9					
10					Multiply total points by .25 to obtain numerical grade.
Tot					<p>_____ X .25 = _____</p> <p>Round to the nearest whole number and insert numerical grade in Part B, Area I, element #6 under assigned points.</p>

(Maximum point assignment for each square is one point. Total possible points is 40.)

MENU SAMPLING
(Lunch)

MENU ITEM	APPEARANCE (0-5)	FLAVOR (0-5)	TEXTURE (0-5)	TEMPERATURE (0-5)	TOTAL (0-20)
Soup					
Salad					
Entrée					
Vegetable					
Starch					
Dessert					
Bread					
Total					

(The maximum points for each menu item under each section is 5 points. If more than one item per category is served, score each item separately and calculate the average.)

Scoring Instructions:

Add total points and multiply by .071 to obtain numerical grade.

_____ x .071 = _____

Round to the nearest whole number and insert numerical grade in Part B, Area I, element #12 under assigned points.



Customer Satisfaction and Feedback Survey

Captain Edward F. Ney Memorial Awards

Ashore Evaluation Program

“A Quality of Life Improvement Program”

Please take a few moments to complete this survey. Answer from your overall long-term experience with the General Mess and not just from your experience with the current day's meal service. Circle the number that best describes your thoughts regarding the Quality of Food and Service of the General Mess. ***When you have completed the survey, please give it to a member of the Ney Food Service Review Team. DO NOT*** give it to a member of your command.

Please rate and score by circling the following categories:

Food	Needs Improvement	Satisfactory	Good	Superior	Excellent
Taste	1	2	3	4	5
Appearance	1	2	3	4	5
Temperature	1	2	3	4	5
Entrée Variety	1	2	3	4	5
Entrée Availability	1	2	3	4	5
Healthy Entrée Choice	1	2	3	4	5

Cleanliness	Needs Improvement	Satisfactory	Good	Superior	Excellent
Silverware	1	2	3	4	5
Main Serving Line	1	2	3	4	5
Salad Bar	1	2	3	4	5
Beverage Bar	1	2	3	4	5
Dining Area	1	2	3	4	5
Food Service Staff	1	2	3	4	5

Staff	Needs Improvement	Satisfactory	Good	Superior	Excellent
Courtesy and Personal Service	1	2	3	4	5
Overall Dining Experience	1	2	3	4	5

(Continued on Reverse)

Please use this area for any comments you wish to share about your General Mess.

INVENTORY VALIDITY WORKSHEET

DO A 15 LINE ITEM VALIDITY CHECK (5 DRY, 5 FROZEN, 5 CHILL)

	FIC and Nomenclature	Inv Count A	Unposted Issues B	Unposted Receipts C	Total (A+B-C)=D	Subsistence Ledger Balance (COHB) E	Diff (E-D)=F	NS335 Total Exp * G	95% Validity (G-F/G)=H	
									YES	NO
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

* Issues to General Mess Only

MASTER LIST OF FOOD SERVICE PUBLICATIONS AND NOTICES - ASHORE

The following provides an updated list of all current food service publications. Review your food service library to ensure you have the most current pubs on hand.

<u>PUBLICATIONS</u>	<u>NOMENCLATURE</u>	<u>STOCK NUMBER</u>
NAVSUP P-7 BASIC CH-1 Nov 97 CH-2 Apr 99	Armed Forces Recipe Service	0530-LP-188-7300 0530-LP-188-7301 0530-LP-188-7302
NAVSUP P-7 Nov 97	Index of Armed Forces Recipes	0530-LP-011-3090
NAVSUP P-476	Navy Food Service	Issued quarterly, request initial stock from NAVSUP
NAVSUP P-486 VOL I REV Jun 01	Food Service Management General Messes	0530-LP-011-1940
NAVMED P-5010-1 Rev 1999	Manual of Naval Preventive Medicine, Chapter 1, Food Service Sanitation	0510-LP-207-1300
FSC GROUP 89	Price List Federal Supply Catalog www.dscp.dla.mil	
NAVSUPINST 4355.2E 3 Nov 86 CH-1 15 Feb 91	Inspection of Subsistence Supplies and Services	0526-LD-054-0035 0526-LD-054-0036
NAVSUPINST 4355.4F CH-1 06 Dec 97	Veterinary/Medical Food Inspection and Laboratory Service	0526-LD-057-1710 0526-LD-057-1712
NAVSUPINST 4355.6A 01 Feb 95	DOD Veterinary/Medical Laboratory Food Safety and Quality Assurance Program	0526-LD-057-2850
NAVSUPINST 4355.10 15 Oct 86	Veterinary Surveillance Inspection of Subsistence	0526-LD-052-1730
NAVSUPINST 5061.2AJ 27 Aug 01	Ney Memorial Awards Program	0526-LD-100-8272
NAVSUPINST 10110.8C 15 Aug 86	DOD Hazardous Food and Non- Prescription Drug Recall System	0526-LD-052-3010
BUPERSINST 1710.11C 25 Jul 01	Operation of Morale, Welfare and Recreation (MWR) Programs	0500-LD-057-2260
OPNAVINST 11103.1B 20 Mar 97	Policies and Procedures Governing Bachelor Housing	Download Via WEB

PUBLICATIONS

OPNAVINST 11000.16A
28 APR 87

SECNAVINST 1700.11C
Jul 86
CH-1 Mar 97

SECNAVINST 4355.18A
21 Jan 99

SECNAVINST 1306.2C
22 APR 80

NAVSUP NOTE 5215
23 MAY 02

NAVSUP NOTE 7300
Annual

NAVSUP NOTE 7302
Annual

NAVSUP NOTE 7330
Quarterly

COMNAVSUPSYSCOM
Annual Message

NOMENCLATURE

Command Responsibility for
Shore Activity Land and
Facilities

Alcoholic Beverage Control

Reporting of Supply
Discrepancies

Utilization of Enlisted
Personnel on Personal Staffs

NAVSUP Directives

FY End Accounting Procedures
for Deposit of Cash
Collections

Authorization to Obligate
Subsistence-In-Kind Funds
for FY-00

Daily Monetary Ration Rate
(Allowance) and Fixed Price
List

FY Sale of Meal and
Surcharge Rates and Ration
Credit Conversion Factors of
Receipt

ALFOODACTS

Food Flash

Mess Management Specialist
51 Lesson Topic Guides

STOCK NUMBER



AFLOAT FINALIST REVIEW STANDARD

General Mess: _____

Supply Officer: _____

Phone Number: _____ E-Mail: _____

Food Service Officer: _____

Phone Number: _____ E-Mail: _____

Fax: _____

Sponsoring Fleet Commander: _____

Point of Contact: _____ E-Mail: _____

Phone Number: _____ Fax: _____

TOTAL POSSIBLE POINTS IS 800

SCORE ASSIGNED AS A RESULT OF THIS REVIEW IS:

Part A: EVALUATION REVIEW CONDUCTED AT NAVSUP

	MAX POINTS	ASSIGNED POINTS
<p>1. Menu review conducted in the past 18 months by a dietician utilizing the NAVSUP scorecard system. Assign points based on the following:</p> <ul style="list-style-type: none"> • Score of 90% or greater - 25 points • Score of 89% to 85% - 15 points • Score of 84% to 80% - 5 points • Score of 79% and below - 0 points 	25	
<p>2. Late financial reports submitted to NAVSUP (without prior notification to NAVSUP) more than twice in a 12-month period. Assign points based on the following:</p> <ul style="list-style-type: none"> • 2 or less late reports - 10 points • 3 late reports - 5 points • 4 or more late reports - 0 points 	10	
<p>3. Outstanding audit errors that are identified in NAVSUP's Navy Food Service Financial Management Information Program over 90 days old. Assign points based on the following:</p> <ul style="list-style-type: none"> • No outstanding audit errors - 10 points • 1 outstanding audit error - 7 points • 2 outstanding audit errors - 4 points • 3 or more outstanding audit errors - 0 points 	10	
<p>4. Outstanding certification of rations letters over 30 days old. Assign points based on the following:</p> <ul style="list-style-type: none"> • No outstanding rations letters - 10 points • 1 outstanding rations letter - 7 points • 2 outstanding rations letters - 4 points • 3 or more outstanding rations letters - 0 points 	10	
<p>5. Unjustified use of the "other sales of meals" line on the NAVSUP Form 1359 with prior approval from NAVSUP. Assign points based on the following:</p> <ul style="list-style-type: none"> • No unjustified use of the "other sales of meals" line - 10 points • 1 unjustified use of the "other sales of meals" line - 7 points • 2 unjustified uses of the "other sales of meals" line - 4 points • 3 or more unjustified uses of the "other sales of meals" line - 0 points 	10	

**Part A: EVALUATION REVIEW CONDUCTED AT NAVSUP
(CONT'D)**

	MAX POINTS	ASSIGNED POINTS
6. Undeposited sales not received within 90 days of the close of the fiscal year. Assign points based on the following: <ul style="list-style-type: none"> No undeposited sales not received within 90 days of the close of the fiscal year - 10 points 1 undeposited sales not received - 7 points 2 undeposited sales not received - 4 points 3 or more undeposited sales not received - 0 points 	10	
TOTAL PART A	75	

Note: Total points assigned in Part A by SUP 51 will be added to the total score assigned during the onsite evaluation. GMs are encouraged to use both Parts A and B to assess their GM operation.

Part B: ONSITE REVIEW

**AREA I: MENU PLANNING, PREPARATION, ACCEPT-
ABILITY, CONSERVATION, FOOD AND
CUSTOMER FEEDBACK**

1. Menus are posted daily in the general mess to describe and merchandize meals. (NAVSUP P-486, Vol. I, 3102.9)	5	
2. A Menu Planning/Menu Review Board is established and effectively used as a management tool to reflect the crew's preferences. (NAVSUP P-486, Vol. I, 3100.1i)	5	
3. Complete set of Armed Forces Recipe Cards with changes is current and on-hand. (NAVSUP P-486, Vol. I, 3100.1a)	5	
4. Meat block and frequency chart(s) are developed and used as the basis for planning each cycle menu. (NAVSUP P-486, Vol. I, 3102.2i)	5	
5. NAVSUP 1090s are retained for a minimum of the current and three previous monthly accounting periods. (NAVSUP P-486, Vol. I, Appendix A, Section 2)	5	

**AREA I: MENU PLANNING, PREPARATION, ACCEPT-
ABILITY, CONSERVATION, FOOD AND
CUSTOMER FEEDBACK (CONT'D)**

**MAX
POINTS** **ASSIGNED
POINTS**

6. Food Preparation Worksheet (NAVSUP Form 1090) is being effectively used as a management tool. (Use preparation worksheet and matrix, Attachment A, to determine numerical grade). (NAVSUP P-486, Vol. I, 3101.2b)	10	
7. Appropriate food preparation thermometers are on hand, accurate and used effectively in food preparation. (NAVSUP P-486, Vol. I, 3103.3)	5	
8. Progressive/batch cooking principles are practiced. (NAVSUP P-486, Vol I, 3103.2d)	5	
9. Standard volume measuring devices and scales are on hand, accurate and used effectively in food preparation. (AFRS, Section A)	5	
10. All food items prepared are being sampled during preparation and prior to serving. (NAVSUP P-486, Vol. I, 1106.2j)	5	
11. Number of personnel to be fed is accurately estimated. (NAVSUP P-486, Vol. I, 3101, 3400.2)	5	
12. Menu sampling. (Use menu sampling worksheet (Attachment B, Lunch) to determine numerical grade). (NAVSUP P-486, Vol. I, Appendix I)	10	
13. All food placed on the serving line is kept covered until served to prevent shriveling and drying. (NAVSUP P-486, Vol. I, 3200.1a)	5	
14. Food items are attractively and properly displayed on the serving line. (NAVSUP P-486, Vol. I, 3200.3a)	5	
15. Proper serving temperatures are maintained for hot foods. (NAVMED P-5010, Chap. 1, 3.5.3)	10	
16. Proper serving temperatures are maintained for cold foods. (NAVMED P-5010, Chap. 1, 3.5.3)	10	
17. Team will pass out 25 patron survey forms to a cross section of personnel. Use Attachment C, Customer Satisfaction and Feedback Survey.	25	
TOTAL AREA I	125	

AREA II: ADMINISTRATION	MAX POINTS	ASSIGNED POINTS
1. DD Form 200 is prepared per governing regulations. (NAVSUP P-486 Vol. I, 6000)	2	
NAVSUP FORM 338 2. NAVSUP Form 338 is properly prepared and posted on a daily basis. (NAVSUP P-486 Vol. I, 6103.1)	2	
3. All cash collected from sales are deposited with the disbursing officer: a. On or before the last day of the month, b. On relief of the FSO, c. On relief of the CO (ships without a Supply Corps officer), d. Daily or at least twice weekly. (NAVSUP P-486, Vol. I, 2202.3)	5	
NAVSUP FORM 1046 4. NAVSUP 1046 is properly maintained for the credit sale of meals sold from the general mess (NAVSUP P-486, Vol. I, 2201.2)	2	
NAVSUP FORM 1059 5. Inventories are taken as required: (Assign two points for each sub item, maximum total score is 12. If a sub item does not apply, assign two points for that sub item) a. Upon receipt of the accountable FSO. b. Upon relief of the responsible bulk storeroom custodian at the FSO's discretion. c. A full physical inventory will be conducted within 90 days of the last full physical inventory. d. For Trident submarines, at end of each patrol cycle. e. When there is evidence of unauthorized entry into that storeroom. f. At any other time when directed by TYCOM, major claimant, CO, Supply Officer or FSO. (NAVSUP P-486, Vol. I, 7100.3)	12	
6. Spot Inventories: A weekly minimum of 5% of the subsistence in the bulk storeroom is inventoried by the FSO, concentrating on fast moving, high value items. (NAVSUP P-486, Vol. I, 7101.1a)	5	

AREA II: ADMINISTRATION (CONT'D)

	MAX POINTS	ASSIGNED POINTS
NAVSUP FORM 1282		
7. Post-daily issue documents are kept in the accountability file for the current and 3 previous monthly accounting periods only. (NAVSUP P-486 Vol. I, 6106.6, Appendix A, Section 2)	2	
8. All items on the issue documents are required to prepare the meals. (NAVSUP P-486 Vol. I, 6101.5b)	2	
9. Quantities that are issued are not in excess of requirements. (NAVSUP P-486 Vol. I, 6101.5c)	2	
10. Unprepared food items left over at the end of the day (intended for use that day) are returned to the storeroom on the same day. (NAVSUP P-486 Vol. I, 6101.3)	2	
11. NAVSUP 1334 is properly prepared and distributed (NAVSUP P-486, Vol. I, 6002.3)	2	
NAVSUP FORM 1359		
12. All cash deposited is reported as collected and credited to the fiscal year in which the sale took place. (NAVSUPNOTE 7300)	2	
PROCUREMENT/RECEIPT/STORAGE		
13. Receipt inspector circled quantity actually received and signed all receipt documents. (NAVSUP P-486, Vol. I, 5204.3)	5	
14. Receipt invoices and delivery documents. Storeroom custodian accepted responsibility for the custody of the subsistence items received. (NAVSUP P-486, Vol. I, 5206)	5	
FOOD SERVICE MANAGEMENT (FSM) AUTOMATED SYSTEM		
15. The most current system back-up is maintained in the FSO's Accountability File. (NAVSUP P-486 Vol. I, Appendix A, Section 2)	5	
16. FSM users other than the FSO do not have access to the security module and hardware configuration function. (NAVSUP P-486, Vol. I, Appendix A, Section 1)	5	
17. An instruction prepared by the FSO to food service personnel covers the operation of the FSM computer and security. (NAVSUP P-486, Vol. I, Appendix A, Section 1)	5	

AREA II: ADMINISTRATION (CONT'D)

	MAX POINTS	ASSIGNED POINTS
18. Daily back-up disks are properly performed including Friday daybacks held for 13 weeks. (NAVSUP P-486, Vol. I, Appendix A, Section 2)	5	
19. FSM monthly back-up disks are created and maintained for the previous 12 months. (NAVSUP P-486, Vol. I, Appendix A, Section 2)	5	
20. FSO has a sealed envelope in the supply officer's safe with the system's access ID and password along with the override password on paper for emergency conditions. (NAVSUP P-486, Vol. I, Appendix A, Section 1)	5	
21. Command Duty Officer designated by the CO to sample the meal pays the standard meal rate as listed on the annual NAVSUP Sale of Meal Rates naval message if portions sampled are greater than a tablespoon in size. (NAVSUP P-486, Vol. I, 2201.5)	5	
22. Conduct 15-item inventory validity spot-check. (Use Attachment D, Inventory Validity Worksheet.)	15	
TOTAL AREA II	100	

AREA III: MANAGEMENT

1. A current "Pledge of Service" is signed and appropriately displayed. (NAVSUP P-486, Vol. I, 1106.2u)	10	
2. Contingencies are established to facilitate meeting commitments during unique operational periods. (NAVSUP P-486, Vol. I, 3300, 3301)	10	
3. Required Food Service publications and notices are current and up-to-date. Refer to Attachment E for a complete list. (Evaluators will randomly select and ask to see five required publications or notices identified in Attachment E. Two points will be assigned for each publication or notice. (NAVSUP P-476)	10	
4. Command/Food Service Division program is in effect to recognize outstanding personnel. (NAVSUP P-486, Vol. I, 1104.4e)	10	

AREA III: MANAGEMENT (CONT'D)

	MAX POINTS	ASSIGNED POINTS
5. All required letters of authority and appointment are current. (NAVSUP P-486, Vol. I, Appendix B) (Assign two points for each sub-item, maximum total score is 20 points)	20	
<ul style="list-style-type: none"> a. The Supply Officer's letter of authority for the sale of meals from the general mess is on file. (NAVSUP P-486, Vol. I, 1116, 2001.1) b. The Supply Officer has authority from the CO to make menu changes; statement of authority is signed by the CO and included on each menu posted. (NAVSUP P-486, Vol. I, 3101.2d) c. The Supply Officer has designated a control officer for the handling and security of the DD Form 1544. (NAVSUP P-486, Vol. I, 1116.2) d. FSO has designated in writing a cashier(s) to receive payment for meals sold. (NAVSUP P-486, Vol. I, 1116.2) e. FSO has designated in writing an individual to be a collection agent or an authorized custodian. (NAVSUP P-486, Vol. I, 1116.2) f. A letter of authorization from the CO for the sale of food items is on hand. (NAVSUP P-486, Vol. I, 1116.2, 6301.1, Appendix B) g. FSO has written authority for persons other than the mess manager or treasurer to sign requisitions. (NAVSUP P-486, Vol. I, 6302.1) h. CO's letter of authorization for a change fund is on file. (NAVSUP P-486, Vol. I, 2202.4) i. The Supply Officer has assigned the FSO financial accountability for general mess functions. (NAVSUP P-486, Vol. I, 1116.2) 		

AREA III: MANAGEMENT (CONT'D)

	MAX POINTS	ASSIGNED POINTS
j. The FSO's letter of authority is on hand appointing an individual to receive subsistence items in the absence of the FSO or his/her assistant. (NAVSUP P-486, Vol. I, 5203.11162c, Appendix B)		
TOTAL AREA III	60	

AREA IV: TRAINING

1. A long and short range training program is established and promulgated. (NAVSUP P-486, Vol. I, Appendix L)	5	
2. MS' training curriculum (Lesson Plans) is being utilized effectively. (NAVSUP P-486, Vol. I, Appendix L)	5	
3. All food service personnel have received a minimum of 4 hours initial and 4 hours refresher food sanitation training. Food service training certificates are current for all personnel. (NAVMED P-5010, Chapter 1, Sec 2-1.2.2.b and Sec. 2-1.2.2.c.d)	10	
4. A record of physical exam and food handlers training certificate are on hand for all food service division personnel. (NAVMED P-5010, Chap 1, Section 2-1.2.2b and Section 2-1.2.2.c.d)	10	
TOTAL AREA IV	30	

AREA V: SAFETY

1. A preventive maintenance program for food service equipment is active, effective and monitored by food service personnel. (NAVSUP P-486, Vol. I, Appendix P)	10	
2. Safety devices including interlock switches, shielded toggle switches, temperature/pressure gauges, steam relief valves and machinery guards are in place and in proper operating condition. (NAVSUP P-486, Vol. I, Appendix P)	10	

AREA V: SAFETY (CONT'D)

	MAX POINTS	ASSIGNED POINTS
3. Preventive maintenance on fire safety equipment (CO2/PKP bottles) was in periodicity. (OPNAVINST 4790.4C, NSTM 555, NAVSUP P-486, Vol. I, Appendix P)	10	
4. Personnel are aware of and educated in the proper emergency procedures and use of emergency/safety devices. (NAVSUP P-486, Vol. I, Appendix P)	10	
5. Safety hazards such as slippery floors, hot pipes, live steam, etc., do not exist. (NAVSUP P-486, Vol. I, Appendix P)	15	
6. Heat Stress Program is in effect with the appropriate instructions, logs, forms and reports being maintained and adhered to. (OPNAVINST 5100.19D, Chapter B-2)	10	
7. Personnel display sufficient caution when handling and operating all utensils and equipment. (NAVSUP P-486, Vol. I, Appendix P)	10	
8. There is no evidence of electrical shock hazards in any food service space. (NAVSUP P-486, Vol. I, Appendix P-1-2) (OPNAVINST 5100.19C. Section C-9)	10	
9. Emergency lighting (provided by relay operated lanterns) for exits and above the inside door of the general mess spaces, refrigerated and dry provisions storerooms are installed and are in good order. (Gen Specs 332, Section 336, para 25)	10	
10. Chill and freeze storerooms are configured with the capability for emergency escape, and emergency escape procedures are posted inside. (Gen Specs 638E, para 50/NFPA Regs)	10	
11. A fixed fire extinguishing system is provided over deep fat fryers and continuous doughnut fryers with a 3" travel on fusible links. (Gen Specs 555f/NFPA Regs/S9555-AR-MMO-010)	10	
12. A remote activating station for installed fire fighting system is clearly labeled and is located at the exit to the door away from equipment. (Gen Specs 555f, para 60/NSTM 555)	10	

AREA V: SAFETY (CONT'D)

	MAX POINTS	ASSIGNED POINTS
13. The deep fat fryer is not operated unattended or without a thermometer inserted. (NAVSUP P-486, Vol. I, Appendix P) (OPNAVINST 5100.19D, Chapter C-19)	10	
14. Guards are installed over the drive shafts/clutch plate of the scullery dishwashing machine. (Gen Spec 651B, para 35)	10	
15. Hydrostatic testing of steam-jacketed kettles and high compression steam cookers are completed per maintenance schedule. (NAVSEA Tech. Man. 340.62), (NAVSUP P-486, Vol. I, Appendix P), (PMS 6520/001 A-1)	10	
16. Pull chains on the steam-jacketed kettles are readily accessible without the risk of being burned from the steam relief valve and steam pipe lagging. (Gen Spec 651B, para 35) (NAVMED P-5010, 4-7.2)	10	
17. Food service personnel are provided with protective clothing (i.e., rubber gloves and aprons, face shields and chemical safety goggles) for the performance of their duties. (OPNAV 5100.19D, Section C-4) (NAVSUP P-486, Vol. I, Appendix P)	10	
18. Knives and cutlery shall be stored and secured in knife racks provided. (GSFS 651)	10	
19. Facilities are free of safety hazards as noted in NAVSUP P-486 Appendix I, Area V.	10	
TOTAL AREA V	195	

AREA VI: SANITATION NAVMED P-5010, CHAPTER 1

1. During meal service, serving lines and salad bars are promptly cleaned. (NAVSUP P-486, Vol. I, 3201.2)	5	
2. All refrigerated storage spaces are maintained at the following temperatures. (Assign five points for each sub-item, maximum total score is 10 points.) (Section 3-4.2) a. Freezers - 0° F or lower b. Refrigeration - 32° F - 41° F	10	

**AREA VI: SANITATION NAVMED P-5010, CHAPTER 1
(CONT'D)**

	MAX POINTS	ASSIGNED POINTS
3. Fresh and frozen foods are protected from the influence of decayed foods, contamination and spoilage and correctly loaded to allow for adequate circulation. Food items which have been removed from their original containers and stored in refrigerated spaces are covered with suitable non-absorbent material with labels indicating contents. Frozen foods are correctly thawed and not refrozen. (Section 3-4)	10	
4. Potentially hazardous foods and beverages are protected from contamination and meet time and temperature requirements: (Section 3-2) (Assign 5 points for each sub item, maximum total score is 20 points) a. Food items are labeled with time and date prepared and discard date. b. Elapsed time in which food is held between 41° F and 140° F does not exceed 4 hours. (Section 3-5.6.2c) c. Food served cold or saved as leftovers are placed in shallow pans (food depth not more than 3") and cooled to 41° F within 4 hours. (Section 3-5.6.2i(2)) d. Leftover foods are not being retained over 24 hours when properly chilled at 41° F or below or 5 hours when maintained hot 140° F or higher. (Section 3-5.6.2)	20	
5. Refrigerated storage spaces are properly constructed, installed and cleaned. Frost or glaze ice is not allowed to accumulate more than ¼ inch thickness on the interior surfaces or on the refrigeration coils. (Section 3-4.2)	10	
6. Temperatures of all bulk cold storage spaces are logged at least twice daily. (Section 3-4.2)	5	
7. Only food items are stored in food storage space (storerooms, refrigerators, food lockers, etc.). (Section 4-1)	5	
8. Thermometers are readily observable and easily readable. (Section 3-4.2(a))	5	

**AREA VI: SANITATION NAVMED P-5010, CHAPTER 1
(CONT'D)**

	MAX POINTS	ASSIGNED POINTS
9. All surfaces of equipment or utensils which come in direct contact with food are impervious, corrosion resistant, of smooth construction and are kept clean and properly sanitized. Cracks/crevices and open seams are sealed to prevent food particles and foreign matter from accumulating. (Section 4-1)	5	
10. All serving lines and food/salad bars and soup pot (set up for self-service) are equipped with a functional sneeze-shield. (Section 3-5.10)	10	
11. Cutting boards have smooth surfaces and are free of crevices and nicks that impede cleaning and sanitizing. (Section 4-7.5)	5	
12. Food service equipment and utensils are properly maintained, serviced, cleaned and sanitized. (Section 4-7.1)	5	
13. All sponges and cleaning cloths used for cleaning galley utensils and equipment are washed and sanitized after each meal period. (Section 4-7.6)	5	
14. Automatic dishwashing machines meet National Sanitation Foundation standards or equivalent and are properly cleaned, maintained and operated at proper temperatures with approved dishwashing and sanitizing agents per manufacturer's provided instructions. (Section 4-2.14, Section 4-2.16, Section 4-2.17) a. Wash temperature: 150-160° F b. Rinse temperature: 160-180° F c. Final rinse temperature: 180-194° F	10	
15. Manual dishwashing is accomplished per correct procedures and in properly designated three compartment sinks. (Section 4-2.19.1) a. Wash temperature: Not less than 110° F (Section 4-2.13) b. Rinse temperature: 120-140° F c. Sanitizing temperature: 171° F for over 30 seconds or 1 minute in approved sanitizing solution. (Section 4-2.15)	10	

**AREA VI: SANITATION NAVMED P-5010, CHAPTER 1
(CONT'D)**

	MAX POINTS	ASSIGNED POINTS
16. Equipment and utensils are properly air dried, handled and stored after being washed. (Section 4-2.1)	5	
17. No unauthorized supplies are present or in use such as unauthorized soap or steel wool. (Section 4-7.7, 4-7.8)	5	
18. Personnel performing food service duties are free from communicable diseases and open lesions on the exposed portions of their bodies. (Section 2-2)	5	
19. Food service personnel are physically clean, wearing clean garments, practicing good personal hygiene and proper food handling procedures. (Section 2-3)	5	
20. Caps, hairnets or other effective hair restraints are worn to prevent hair from falling into food. Beards are completely covered with a "snood" or beard bag at all times while preparing, handling and serving food or while cleaning and sanitizing food contact surfaces. (Section 2-4)	5	
21. Clothing and personal effects of food service personnel are not kept in food preparation and serving areas; nor are personnel using these areas for changing their clothes. (Section 2-3)	5	
22. Ice scoops are stored handle up in a freely draining metal bracket outside the ice storage compartment or in a metal bracket installed with the machine. (Section 3-4.7)	5	
23. Toilets, hand washing sinks and locker rooms are conveniently located and properly equipped. They are maintained in good working order and supplied with soap, proper hand drying equipment such as disposable paper towels and hot hand dryers and toilet tissue. (Section 5-7.1 and Section 5-7.2)	5	
24. Garbage and refuse are properly collected in clean, covered, leak-proof containers and stored in a manner which preclude nuisance conditions or accessibility to insects and rodents. (Section 5-8.1)	5	

**AREA VI: SANITATION NAVMED P-5010, CHAPTER 1
(CONT'D)**

	MAX POINTS	ASSIGNED POINTS
25. Food service facility is adequately protected against the entry and harborage of insects, rodents, birds and other pests. An effective pest control program is being carried out under the supervision of trained and certified pest control personnel. (Section 5-9, 2.8.5-9.3)	5	
26. Conspicuously posted signs in food service and toilet areas instructing personnel to wash their hands with soap and potable water prior to engaging in any food service operation and always after visiting toilet facilities. (NAVSUP P-486, Vol. I, Appendix K-2-9)	5	
27. The entire facility and surrounding premises used in connection with food service operations are kept neat, clean and free of litter, refuse and garbage. (Assign 5 points for each sub item, maximum total score is 20 points) (Section 5-5.1) a. Scullery b. Dining Area c. Food Preparation Galley/Serving Lines d. Non-Refrigerated Store Rooms	20	
28. Ventilation hoods and grease filters are cleaned of dirt and grease as often as necessary (no less than weekly) to avoid danger of fire. Filters which cannot be adequately cleaned are replaced. (Section 5-3.2)	10	
29. Food service facilities are inspected once monthly by a medical department representative and findings are recorded on NAVMED 6204/1 and retained copies or completed forms are maintained by food service management personnel. Sanitation inspections may be performed on a quarterly basis if authorized by the cognizant preventive medicine authority in writing. (Section 6-1.1, Section 6-1.2, and Section 6-2.2)	5	

**AREA VI: SANITATION NAVMED P-5010, CHAPTER 1
(CONT'D)**

	MAX POINTS	ASSIGNED POINTS
30. Cleaning gear (swabs, brushes, etc.) and cleaning supplies (detergents, disinfectants, and other toxic materials) are properly stored. (Section 5-5.4)	5	
TOTAL AREA VI	215	
TOTAL PART A	75	
TOTAL PART B	725	
GRAND TOTAL	800	

FOOD PREPARATION WORKSHEET

ACTUAL PORTIONS PREPARED VALIDITY CHECK

	DATE	AFRS	MENU/ITEM	UI/HD	1282	CONV	1090
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

NAVSUP 1090 GRADE MATRIX

	A	B	C	D	
1					A - Actual prepared based on breakout.
2					B - All required signed blocks were signed.
3					
4					C - Actual prepared and leftovers were documented for all items.
5					
6					D - Actual fed blocks were properly filled out.
7					
8					<u>Scoring Instructions:</u>
9					
10					Multiply total points by .25 to obtain numerical grade.
Tot					<p>_____ X .25 = _____</p> <p>Round to the nearest whole number and insert numerical grade in Part B, Area I, element #6 under assigned points.</p>

(Maximum point assignment for each square is one point. Total possible points is 40.)

MENU SAMPLING
(Lunch)

MENU ITEM	APPEARANCE (0-5)	FLAVOR (0-5)	TEXTURE (0-5)	TEMPERATURE (0-5)	TOTAL (0-20)
Soup					
Salad					
Entrée					
Vegetable					
Starch					
Dessert					
Bread					
Total					

(The maximum points for each menu item under each section is 5 points. If more than one item per category is served, score each item separately and calculate the average.)

Scoring Instructions:

Add total points and multiply by .071 to obtain numerical grade.

_____x .071 = _____

Round to the nearest whole number and insert numerical grade in Part B, Area I, element #12 under assigned points.



Customer Satisfaction and Feedback Survey
Captain Edward F. Ney Memorial Awards
Afloat Evaluation Program

“A Quality of Life Improvement Program”

Please take a few moments to complete this survey. Answer from your overall *long-term* experience with the General Mess and not just from your experience with the current day's meal service. Circle the number that best describes your thoughts regarding the Quality of Food and Service of the General Mess. ***When you have completed the survey, please give it to a member of the Ney Food Service Review Team. DO NOT*** give it to a member of your command.

Please rate and score by circling the following categories:

Food	Needs Improvement	Satisfactory	Good	Superior	Excellent
Taste	1	2	3	4	5
Appearance	1	2	3	4	5
Temperature	1	2	3	4	5
Entrée Variety	1	2	3	4	5
Entrée Availability	1	2	3	4	5
Healthy Entrée Choice	1	2	3	4	5

<i>Cleanliness</i>					
Silverware	1	2	3	4	5
Main Serving Line	1	2	3	4	5
Salad Bar	1	2	3	4	5
Beverage Bar	1	2	3	4	5
Dining Area	1	2	3	4	5
Food Service Staff	1	2	3	4	5

<i>Staff</i>					
Courtesy and Personal Service	1	2	3	4	5
Overall Dining Experience	1	2	3	4	5

(Continued on Reverse)

Please use this area for any comments you wish to share about your General Mess.

INVENTORY VALIDITY WORKSHEET

DO A 15 LINE ITEM VALIDITY CHECK (5 DRY, 5 FROZEN, 5 CHILL)

	FIC and Nomenclature	Inv Count A	Unposted Issues B	Unposted Receipts C	Total (A+B- C)=D	Subsistence Ledger Balance (COHB) E	Diff (E-D)=F	NS335 Total Exp * G	95% Validity (G-F/G)=H	
									YES	NO
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

* Issues to General Mess Only

MASTER LIST OF FOOD SERVICE PUBLICATIONS AND NOTICES - AFLOAT

The following provides an updated list of all current food service publications. Review your food service library to ensure you have the most current pubs on hand.

<u>PUBLICATIONS</u>	<u>NOMENCLATURE</u>	<u>STOCK NUMBER</u>
NAVSUP P-7 BASIC CH-1 Nov 97 CH-2 Apr 99	Armed Forces Recipe Service	0530-LP-188-7300 0530-LP-188-7301 0530-LP-188-7302
NAVSUP P-7 Nov 97	Index of Armed Forces Recipes	0530-LP-011-3090
NAVSUP P-476	Navy Food Service	Issued quarterly, request initial stock from NAVSUP
NAVSUP P-486 VOL I REV Jun 01	Food Service Management General Messes	0530-LP-011-1940
NAVSUP P-486 VOL II May 92	Food Service Management Officers' Quarters and Messes Afloat and Chief Petty Officers Messes Afloat	0530-LP-188-2900
NAVMED P-5010-1 Rev 1999	Manual of Naval Preventive Medicine, Chapter 1, Food Service Sanitation	0510-LP-207-1300
FSC GROUP 89	Price List Federal Supply Catalog www.dscpl.dla.mil	
NSWCCD S6161-Q5-CAT-010	Naval Shipboard and Food Service Equipment Catalog www.dt.navy.mil/code97/9780/fsecat_page1.htm	
NAVSUPINST 4355.2E 3 Nov 86 CH-1 15 Feb 91	Inspection of Subsistence Supplies and Services	0526-LD-054-0035 0526-LD-054-0036
NAVSUPINST 4355.4F CH-1 05 Dec 97	Veterinary/Medical Food Inspection and Laboratory Service	0526-LD-057-1710 0526-LD-057-1712
NAVSUPINST 4355.6A 01 Feb 95	DOD Veterinary/Medical Laboratory Food Safety and Quality Assurance Program	0526-LD-057-2850
NAVSUPINST 4355.10 15 Oct 86	Veterinary Surveillance Inspection of Subsistence	0526-LD-052-1730
NAVSUPINST 5061.2AJ 27 Aug 01	Ney Memorial Awards Program	0526-LD-100-8272

NAVSUPINST 5061.2AK
23 August 2002

PUBLICATIONS

NAVSUPINST 10110.8C
15 Aug 86

BUPERSINST 1710.11C
25 Jul 01

SECNAVINST 1700.11C
Jul 86
CH-1 Mar 97

SECNAVINST 4355.18A
21 Jan 99

SECNAVINST 1306.2C
22 APR 80

NAVSUP NOTE 5215
23 MAY 02

NAVSUP NOTE 7300
Annual

NAVSUP NOTE 7302
Annual

NAVSUP NOTE 7330
Quarterly

COMNAVSUPSYSCOM
Annual Message

NOMENCLATURE

DOD Hazardous Food and Non-
Prescription Drug Recall
System

Operation of Morale, Welfare
and Recreation (MWR)
Programs

Alcoholic Beverage Control

Reporting of Supply
Discrepancies

Utilization of Enlisted
Personnel on Personal Staffs

NAVSUP Directives

FY End Accounting Procedures
for Deposit of Cash
Collections

Authorization to Obligate
Subsistence-In-Kind Funds
for FY-00

Daily Monetary Ration Rate
(Allowance) and Fixed Price
List

FY Sale of Meal and
Surcharge Rates and Ration
Credit Conversion Factors
of Receipt

ALFOODACTS
Food Flash
Mess Management Specialist
51 Lesson Topic Guides

STOCK NUMBER

0526-LD-052-3010

0500-LD-057-2260



APPLICATION FOR HOSPITAL FIVE-STAR ACCREDITATION

Nutrition Management Department: _____

Supply Officer: _____

Phone Number: _____ E-Mail: _____

Food Service Officer: _____

Phone Number: _____ E-Mail: _____

Fax: _____

Sponsor: _____ Bureau of Medicine and Surgery

Point of Contact: _____ E-Mail: _____

Phone Number: _____ Fax: _____

Assessment Conducted By: _____ on _____

FIVE-STAR ACCREDITATION RATING SCALE

722 - 821	3-STAR RATING	☆☆☆
822 - 871	4-STAR RATING	☆☆☆☆
872 - 900	5-STAR RATING	☆☆☆☆☆

TOTAL POINTS ASSIGNED TO THIS NUTRITION DEPT:

CAPTAIN EDWARD F. NEY AWARDS COMPETITION

TOTAL POSSIBLE POINTS IS 900

SCORE ASSIGNED AS A RESULT OF THIS REVIEW IS:

**AREA I: MENU PLANNING, PREPARATION, ACCEPT-
ABILITY, CONSERVATION, FOOD AND
CUSTOMER FEEDBACK**

	MAX POINTS	ASSIGNED POINTS
1. Copy of the General Mess Menu or a menu board is posted and reflects actual items being served (includes approved local recipe items). (NAVSUP P-486, Vol. I, 3202.9)	10	
2. The department has an ongoing program to foster superior consumer relations. Department has established procedures for handling complaints concerning meals or service that ensure prompt resolution and implement measures to prevent recurrence. Activities may establish a consumer group (Menu Review Board) to improve and sustain patron satisfaction. (NAVMEDCOMINST 10110.2, Encl (1), 2.a.)	10	
3. The cycle menus are approved by a registered dietitian. [Joint Commission on Accreditation of Healthcare Organizations (JCAHO)]	10	
4. The Nutrition Management Department Head or designated representative makes menu changes when unforeseen circumstances arise where it is necessary to provide substitutes for food items not in stock or to permit timely use of perishable foods.	10	
5. Standard and locally approved recipes are properly converted and effectively used in food preparation. (NAVSUP P-486, Vol. I, 3100)	10	
6. Standard volume measuring devices and scales are on hand. They are used accurately and effectively in food preparation. (AFRS, Section A)	10	
7. Appropriate food preparation thermometers are on hand. They are used accurately and effectively in food preparation. (NAVSUP P-486, Vol. I, 3103.3)	10	
8. Number of personnel to be fed is accurately estimated (Acceptability log maintained). (NAVSUP P-486, Vol. I, 3101.1h)	10	
9. During meal service, serving lines and salad bars are promptly cleaned. (NAVSUP P-486, Vol. I, 3201.2)	10	
10. All food placed on the serving line is kept covered until served to prevent drying and shriveling. (NAVSUP P-486, Vol. I, 3200.1a)	10	

**AREA I: MENU PLANNING, PREPARATION, ACCEPT-
ABILITY, CONSERVATION, FOOD AND
CUSTOMER FEEDBACK (CONT'D)**

	MAX POINTS	ASSIGNED POINTS
11. Food items are attractively and properly displayed on the serving line. (NAVSUP P-486, Vol. I, 3200.3a)	5	
12. Proper serving temperatures are maintained for hot foods. (NAVMED P-5010, Chap 1, 3.5.3)	10	
13. Proper serving temperatures are maintained for cold foods. (NAVMED P-5010, Chap 1, 3.5.3)	10	
14. Food Preparation Worksheet (NAVSUP 1090) or alternate food preparation worksheet is being effectively used as a management tool. (Use Preparation Worksheet and matrix, attachment A, to determine numerical grade). (NAVSUP P-486, Vol. I, 3101.2b)	10	
INPATIENT MEAL SERVICE		
15. Food and nutrient products are distributed and administered in a safe, accurate, timely and acceptable manner to in-patients. (JCAHO)	10	
16. The department has a functioning process for patient diet changes. (JCAHO)	10	
17. Food is attractively arranged on plates and garnished in a manner compatible with the food items selected by the patient and/or diet type.	10	
18. Items on patients' trays match items chosen on menu.	10	
19. Items on patients' trays are the correct portion specified on the patients' menu.	10	
20. A test tray procedure is in place.	5	
DINING ROOM SERVICE		
21. Department has a disaster plan that includes a "disaster plan menu." (JCAHO)	10	
22. Entrees with 15 grams of fat or less are available and identified at lunch and dinner. (NAVSUP P-486, Vol. I, 3102)	2	
23. A non-fried entrée or an entrée without sauce is offered as an alternative choice when a deep fat fried or sauced entrée is served. (NAVSUP P-486, Vol. I, 3102)	2	
24. A hot vegetable is provided without added fat. (NAVSUP P-486, Vol. I, 3102)	2	

**AREA I: MENU PLANNING, PREPARATION, ACCEPT-
ABILITY, CONSERVATION, FOOD AND
CUSTOMER FEEDBACK (CONT'D)**

	MAX POINTS	ASSIGNED POINTS
25. Health promotion items are on display in the dining room, such as posters promoting the food guide pyramid or 5-A-Day posters.	2	
26. Nutrient information (calories, sodium, fat, cholesterol, carbohydrates) content are posted or available upon request.	5	
27. Each of the five food groups shown in the lower section of the food guide pyramid are represented in each day's menu. (NAVSUP P-486, Vol. I, 3000.3)	10	
28. Guidelines for choosing a nutritious reduced fat breakfast with 10 grams of fat or less are posted and appropriate foods available.	4	
29. The following items are available: (Assign 2 points for each sub-item; maximum total score is 10 points) a. Reduced or low calorie dressing b. Low fat milk c. Fruit d. Eggs prepared without fat e. Salad bar vegetables without added fat	10	
30. Alternatives to high sodium entrees are available. (NAVSUP P-486, Vol. I, 3102.1c(5))	5	
31. Maximum use is made of the salad bar. (NAVSUP P-486, Vol. I, 3102.6)	5	
32. Dessert bar complements the meal.	5	
33. Combinations are acceptable to most people. (NAVSUP P-486, Vol. I, 3102.10)	5	
34. Menu items are not repetitious. (NAVSUP P-486, Vol. I, 3102.10)	5	
35. Special meals are scheduled. (NAVSUP P-486, Vol. I, 3102.10(1))	10	
36. The following characteristics are considered: color, texture, flavor and shape. (NAVSUP P-486, Vol. I, 3102.11)	10	
37. Menu sampling. (Use menu sampling worksheet (Attachment B, Lunch) to determine numerical grade). (NAVSUP P-486, Vol. I, Appendix I)	10	

**AREA I: MENU PLANNING, PREPARATION, ACCEPT-
ABILITY, CONSERVATION, FOOD AND
CUSTOMER FEEDBACK (CONT'D)**

	MAX POINTS	ASSIGNED POINTS
38. Team will pass out 25 patron survey forms to a cross section of personnel. Use Attachment C, Customer Satisfaction and Feedback Survey.	25	
TOTAL AREA I	317	

AREA II: ADMINISTRATION

NAVSUP FORM 335		
1. Surveys are properly posted on the day the survey is approved. (NAVMEDCOMINST 10110.2, Encl (3) 7.H)	2	
2. General Mess issues are properly posted. (NAVMEDCOMINST 10110.2)	2	
NAVMED FORM 10110/3 (NAVSUP FORM 338)		
3. Department head conducts monthly review of the OPTAR to ensure proper financial accountability. (NAVMEDCOMINST 10110.2)	2	
4. NAVMED Form 10110/3 (NAVSUP Form 338) is properly prepared. (NAVMEDCOMINST 10110.2, Encl (2))	2	
5. CO or designee has designated, in writing, a cashier(s) to receive payment for the sale of meals. (NAVSUP P-486, Vol. I, 1116.2)	2	
6. All cash collected from sales are deposited with the collection agent in a timely manner. (NAVSUP P-486, Vol. I, 2202.3)	2	
NAVSUP FORM 1282		
7. Appropriate signatures are annotated on all NAVSUP Form 1282s or local form. (NAVSUP P-486, Vol. I, 6101.1)	2	
8. Original issue documents are kept on file.	2	
9. Post-daily issue documents are kept in the accountability file for the current and 3 previous monthly accounting periods. (NAVSUP P-486, Vol. I, Appendix A, Section 2)	2	
10. First-in/first-out principle is being used for stock rotation except when recent receipts of stocks have older dates of pack than on-hand stock or visible deterioration is present. (NAVSUP P-486, Vol. I, 5204)	5	

AREA II: ADMINISTRATION		MAX POINTS	ASSIGNED POINTS
11. There are no expired nutrition supplements.	10		
12. Conduct a 15-item inventory validity spot-check. (Use Attachment D, Inventory Validity Worksheet)	15		
NAVMED FORM 10110/3			
13. Average meal day cost is within 5 percent of the BDFA and supplemental allowances (if applicable).	20		
14. Data is posted to the Meal Day Spreadsheet within 72 hours (except weekends and holidays).	2		
15. The NAVMED 10110/2 Monthly Report is properly prepared with all signatures obtained.	20		
16. The NAVMED 10110/2 Monthly Report is prepared in an original with copies and distributed as follows: (Assign two points for each sub-item; maximum total score is 8 pts) a. Signed original retained in department; b. Copy 1 forwarded to Specialty Advisor, NNMC Bethesda; c. Copy 2 forwarded with appropriate documents to DOD Finance Center, San Diego; d. Copy of page 2 forwarded to NAVSUP-121H1.	8		
17. Patient and supplemental counts are done correctly.	5		
NUTRITION MANAGEMENT INFORMATION SYSTEMS (NMIS)			
18. Proper standards of procedure are in department policy and procedures manual covering functions and responsibilities.	5		
19. NMIS users other than the department head do not have access to the security module and hardware configuration function.	5		
TOTAL AREA II	113		

AREA III: MANAGEMENT

	MAX POINTS	ASSIGNED POINTS
1. A current "Pledge of Service" is signed and appropriately displayed. (NAVSUP P-486, Vol. I, 1106.2u)	10	
2. Required food service publications are current and up-to-date. Refer to Attachment E for a complete list. (Evaluators will randomly select and ask to see five required publications or notices identified in Attachment E. Two points will be assigned for each publication or notice. (NAVSUP P-476) (JCAHO)	10	
3. Command/Food Service Division program is in effect to recognize outstanding personnel. (NAVSUP P-486, Vol. 1, 1104.4e)	10	
TOTAL AREA III	30	

AREA IV: TRAINING

1. NMD personnel training curriculum (Lesson Plans) or a formulated training plan is being effectively used. (NAVSUP P-486, Vol. I, Appendix L-6)	5	
2. All food service personnel, to include contractors, have received a minimum of 4 hours initial and 4 hours annual refresher food sanitation training. Food service training certificates are current for all personnel. (NAVMED P-5010, Chapter 1, 2-1.2.2.B)	10	
3. Individual training records are maintained for all personnel in the food service division: (Assign 5 points for each sub-item; maximum total score is 15 points) a. Record of Physical Exam b. Food Handlers Training Certificate c. Required Annual Command Training (NAVMED P-5010, Chap 1, Section 2-1.2.B and Section 2-1.2.2.C.d)	15	
TOTAL AREA IV	30	

AREA V: SAFETY

	MAX POINTS	ASSIGNED POINTS
1. Preventive maintenance on fire safety equipment (CO2/PKP bottles) is in periodicity. (OPNAVINST 4790.4C, NSTM 555, NAVSUP P-486, Vol. I, Appendix P)	10	
2. Personnel are aware of and educated on the proper emergency procedures and use of emergency/safety devices. (NAVSUP P-486, Vol. I, Appendix P)	10	
3. Heat Stress Program is in effect with the appropriate instructions, logs, forms and reports being maintained and adhered to (when applicable). (OPNAVINST 5100.19D, Chapter B-2)	10	
4. Emergency lighting (provided by relay operated lanterns) for exits and above the inside door of the general mess spaces, refrigerated and dry provisions storerooms were installed and are in good order. (Gen Specs 332, Section 336, para 25)	10	
5. Chill and freeze storerooms are configured with the capability for emergency escape and emergency escape procedures are posted inside. (Gen Specs 638E, para 50/NFPA Regs)	10	
6. A fixed fire extinguishing system is provided over deep fat fryers and continuous doughnut fryers with a 3" travel on fusible links. (Gen Specs 555f/NFPA Regs/S9555-AR-MMO-010)	10	
7. A remote activating station for installed fire fighting system is clearly labeled and is located at the exit to the door away from equipment. (Gen Specs 555f, para 60/NSTM 555)	10	
8. Hydrostatic testing of steam-jacketed kettles and high compression steam cookers are completed per maintenance schedule. (NAVSEA Tech. Man. 340.62), (NAVSUP P-486, Vol. I, Appendix P), (PMS 6520/001 A-1)	10	
9. Safety devices including interlock switches, shielded toggle switches, temperature/pressure gauges, steam relief valves and machinery guards are in place and in proper operating condition. (NAVSUP P-486, Vol. I, Appendix P)	10	

AREA V: SAFETY (CONT'D)

	MAX POINTS	ASSIGNED POINTS
10. Safety hazards such as slippery floors, hot pipes, live steam, etc., do not exist. (NAVSUP P-486, Vol. I, Appendix P)	15	
11. Personnel display sufficient caution when handling and operating all utensils and equipment. (NAVSUP P-486, Vol. I, Appendix P)	10	
12. There is no evidence of electrical shock hazards in any food service space. (NAVSUP P-486, Vol. I, Appendix P-1-2) (OPNAVINST 5100.19D, Section C-9)	10	
13. The deep fat fryer is not operated unattended or without a thermometer inserted. (NAVSUP P-486, Vol. I, Appendix P) (OPNAVINST 5100.19D, Chapter C-19)	10	
14. Guards are installed over the drive shafts/clutch plate of the scullery dishwashing machine. (Gen Spec 651B, para 35)	10	
15. Pull chains on the steam-jacketed kettles are readily accessible without the risk of being burned from the steam relief valve and steam pipe lagging. (Gen Spec 651B, para 35) (NAVMED P-5010, 4-7.2)	10	
16. Food service personnel are provided with protective clothing (i.e., rubber gloves and aprons, face shields and chemical safety goggles) for the performance of their duties. (OPNAV 5100.19D, Section C-4) (NAVSUP P-486, Vol. I, Appendix P)	10	
17. Knives and cutlery shall be stored and secured in provided knife racks. (GSFS 651)	10	
18. Facilities are free of safety hazards. (NAVSUP P-486 Appendix I, Area V)	10	
TOTAL AREA V	185	

AREA VI: SANITATION NAVMED P-5010, CHAPTER 1

	MAX POINTS	ASSIGNED POINTS
<p>1. All refrigerated storage spaces (including milk dispensers, refrigerated display cases and salad bars, galley pantry reach-in reefers, bulk reefers and freezer(s) are maintained at the following temperatures. (Section 3-4) (Assign 2 points for each sub-item; maximum total score is 10 points.)</p> <ul style="list-style-type: none"> a. Freezers - 0° F or lower b. Dairy Products Box - 41° F or below c. Chilled Bulk Storage - 32-41° F d. Thaw Box - 36-38° F e. Reach-in Reefer - 32-41° F 	10	
<p>2. Potentially hazardous foods and beverages are protected from contamination and meet time and temperature requirements as follows: (Section 3-2) (Assign 5 points for each sub-item; maximum total score is 20 points.)</p> <ul style="list-style-type: none"> a. Food items are labeled with time and date prepared and discard date. b. Elapsed time in which food is held between 41° F and 140° F does not exceed 4 hours. (Section 3-5.6.2c) c. Food served cold or saved as leftovers are placed in shallow pans (food depth not more than 3") and cooled to 41° F within 4 hours. (Section 3-5.6.2i(2)) d. Leftover foods are not being retained over 24 hours when properly chilled at 41° F or below or 5 hours when maintained hot 140° F or higher (Section 3-5.6.2) 	20	
<p>3. Refrigerated storage spaces are properly constructed, installed and cleaned. Frost or glaze ice is not allowed to accumulate more than ¼ inch thickness on the interior surfaces or on the refrigeration coils. (Section 3-4.2)</p>	10	
<p>4. Temperatures of all bulk cold storage spaces are logged at least twice daily. (Section 3-4.2)</p>	5	

**AREA VI: SANITATION NAVMED P-5010, CHAPTER 1
(CONT'D)**

	MAX POINTS	ASSIGNED POINTS
5. Fresh and frozen foods are protected from the influence of decayed foods, contamination and spoilage and correctly loaded to allow for adequate circulation. Food items removed from their original containers and stored in refrigerated spaces are covered with suitable non-absorbent material with labels indicating contents. Frozen foods are correctly thawed and not refrozen. (Section 3-4)	10	
6. Only food items are stored in food storage space (storerooms, refrigerators, food lockers, etc.) (Section 4-1)	5	
7. Thermometers are readily observable, easily readable, numerically scaled and accurate to $\pm 3^{\circ}$ F at the critical range in all refrigerated spaces. (Section 3-4.2(a))	5	
8. All serving lines and food/salad bars and soup pot (set up for self-service) are equipped with a functional sneeze-shield. (Section 3-5.10)	10	
9. All surfaces of equipment or utensils which come in direct contact with food are impervious, corrosion resistant, of smooth construction and are kept clean and properly sanitized. Cracks/crevices and open seams are sealed to prevent food particles and foreign matter from accumulating. (Section 4-1)	5	
10. Cutting boards have smooth surfaces and are free of crevices and nicks that impede cleaning and sanitizing. (Section 4-7.5)	5	
11. Food service equipment and utensils are properly maintained, serviced, cleaned and sanitized. (Section 4-7.1)	5	
12. All sponges and cleaning cloths used for cleaning galley utensils and equipment are washed and sanitized after each meal period. (Section 4-7.6)	5	

**AREA VI: SANITATION NAVMED P-5010, CHAPTER 1
(CONT'D)**

	MAX POINTS	ASSIGNED POINTS
13. Automatic dishwashing machines meet National Sanitation Foundation standards or equivalent and are properly cleaned, maintained and operated at proper temperatures with approved dishwashing and sanitizing agents per manufacturer's provided instructions. (Section 4-2.14, Section 4-2.16, Section 4-2.17) a. Wash temperature: 150-160° F b. Rinse temperature: 160-180° F c. Final rinse temperature: 180-194° F.	10	
14. Manual dishwashing is accomplished per correct procedures and in properly designated three compartment sinks. (Section 4-2.19-1) a. Wash temperature: Not less than 110° F (Section 4-2.13) b. Rinse temperature: 120-140° F c. Sanitizing temperature: 171° F for over 30 seconds or 1 minute in approved sanitizing solution. (Section 4-2.15)	10	
15. Equipment and utensils are properly air dried, handled and stored after being washed. (Section 4-2.1)	5	
16. No unauthorized supplies are present or in use such as unauthorized soap or steel wool. (Section 4-7.7, 4-7.8)	5	
17. Personnel performing food service duties are free from communicable diseases and open lesions on the exposed portions of their bodies. (Section 2-2)	5	
18. Food service personnel are physically clean, wearing clean garments, practicing good personal hygiene and proper food handling procedures. (Section 2-3)	5	
19. Caps, hairnets or other effective hair restraints are worn to prevent hair from falling into food. Beards are completely covered with a "snood" or beard bag at all times while preparing, handling and serving food or while cleaning and sanitizing food contact surfaces. (Section 2-4)	5	

**AREA VI: SANITATION NAVMED P-5010, CHAPTER 1
(CONT'D)**

	MAX POINTS	ASSIGNED POINTS
20. Clothing and personal effects of food service personnel are not kept in food preparation and serving areas; nor are personnel using these areas for changing their clothes. (Section 2-3)	5	
21. Conspicuously posted signs in food service and toilet areas instructing personnel to wash their hands with soap and potable water prior to engaging in any food service operation and always after visiting toilet facilities. (NAVSUP P-486, Vol. I, Appendix K-2-9)	5	
22. Food service facility is adequately protected against the entry and harborage of insects, rodents, birds and other pests. An effective pest control program is being carried out under the supervision of trained and certified pest control personnel. (Section 5-9, 2.8.5-9.3)	5	
23. The entire facility and surrounding premises used in connection with food service operations are kept neat, clean and free of litter, refuse and garbage. (Assign 5 points for each sub item, maximum total score is 20 points) a. Scullery b. Dining Area and Outside Premises c. Food Preparation Galley/Serving Lines d. Non-Refrigerated Store Rooms	20	
24. Ice scoops are stored handle up in a freely draining metal bracket outside the ice storage compartment or in a metal bracket installed with the machine. (Section 3-4.7)	5	
25. Ventilation hoods and grease filters are cleaned of dirt and grease as often as necessary (no less than weekly) to avoid danger of fire. Filters which cannot be adequately cleaned are replaced. (Section 5-3.2)	10	

AREA VI: SANITATION NAVMED P-5010, CHAPTER 1 (CONT'D)	MAX POINTS	ASSIGNED POINTS
26. Toilets, hand washing sinks and locker rooms are conveniently located and properly equipped. They are maintained in good working order and supplied with soap, proper hand drying equipment such as disposable paper towels and hot hand dryers and toilet tissue. (Section 5-7.1 and Section 5-7.2)	5	
27. Heads and locker rooms are clean, neat, free of malodors and in good repair. Head facilities do not open directly into food preparation areas. (Section 5-7.1)	5	
28. Garbage and refuse are properly collected in clean, covered, leak-proof containers and stored in a manner which preclude nuisance conditions or accessibility to insects and rodents. (Section 5-8.1)	5	
29. Food service facilities are inspected once monthly by a Medical Department representative and findings are recorded on NAVMED 6204/1 and retained copies or completed forms are maintained by food service management personnel. Sanitation inspections may be performed on a quarterly basis if authorized by the cognizant preventive medicine authority in writing. (Section 6-1.1, Section 6-1.2, and Section 6-2.2)	5	
30. Cleaning gear (swabs, brushes, etc.) and cleaning supplies (detergents, disinfectants and other toxic materials) are properly stored. (Section 5-5.4)	5	
31. Dining areas are neat and clean (clean from dirt, dust and food residues). (NAVSUP P-486, Vol. I, 3700.2)	5	
32. Patron service areas are organized and well stocked. (NAVSUP P-486, Vol. I, 3700.3)	5	
TOTAL AREA VI	225	
GRAND TOTAL	900	

FOOD PREPARATION WORKSHEET

ACTUAL PORTIONS PREPARED VALIDITY CHECK

	DATE	AFRS	MENU/ITEM	UI/HD	1282	CONV	1090
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

NAVSUP 1090 GRADE MATRIX

	A	B	C	D	
1					A - Actual prepared based on breakout.
2					B - All required signed blocks were signed.
3					
4					C - Actual prepared and leftovers were documented for all items.
5					
6					D - Actual fed blocks were properly filled out.
7					
8					<u>Scoring Instructions:</u>
9					
10					Multiply total points by .25 to obtain numerical grade.
Tot					<p>_____ X .25 = _____</p> <p>Round to the nearest whole number and insert numerical grade in Area I, element #14 under assigned points.</p>

(Maximum point assignment for each square is one point. Total possible points is 40.)

MENU SAMPLING
(Lunch)

MENU ITEM	APPEARANCE (0-5)	FLAVOR (0-5)	TEXTURE (0-5)	TEMPERATURE (0-5)	TOTAL (0-20)
Soup					
Salad					
Entrée					
Vegetable					
Starch					
Dessert					
Bread					
Total					

(The maximum points for each menu item under each section is 5 points. If more than one item per category is served, score each item separately and calculate the average.)

Scoring Instructions:

Add total points and multiply by .071 to obtain numerical grade.

_____ x .071 = _____

Round to the nearest whole number and insert numerical grade in Area I, element #37 under assigned points.



Customer Satisfaction and Feedback Survey

Captain Edward F. Ney Memorial Awards Hospital Evaluation Program

“A Quality of Life Improvement Program”

Please take a few moments to complete this survey. Answer from your overall long-term experience with the General Mess and not just from your experience with the current day's meal service. Circle the number that best describes your thoughts regarding the Quality of Food and Service of the General Mess. ***When you have completed the survey, please give it to a member of the Ney Food Service Review Team. DO NOT*** give it to a member of your command.

Please rate and score by circling the following categories:

Food	Needs Improvement	Satisfactory	Good	Superior	Excellent
Taste	1	2	3	4	5
Appearance	1	2	3	4	5
Temperature	1	2	3	4	5
Entrée Variety	1	2	3	4	5
Entrée Availability	1	2	3	4	5
Healthy Entrée Choice	1	2	3	4	5

Cleanliness

Silverware	1	2	3	4	5
Main Serving Line	1	2	3	4	5
Salad Bar	1	2	3	4	5
Beverage Bar	1	2	3	4	5
Dining Area	1	2	3	4	5
Food Service Staff	1	2	3	4	5

Staff

Courtesy and Personal Service	1	2	3	4	5
Overall Dining Experience	1	2	3	4	5

(Continued on Reverse)

Please use this area for any comments you wish to share about the dining facility in your Nutrition Management Department.

INVENTORY VALIDITY WORKSHEET

DO A 15 LINE ITEM VALIDITY CHECK (5 DRY, 5 FROZEN, 5 CHILL)

	FIC and Nomenclature	Inv Count A	Unposted Issues B	Unposted Receipts C	Total (A+B-C)=D	Subsistence Ledger Balance (COHB) E	Diff (E-D)=F	NS335 Total Exp * G	95% Validity (G-F/G)=H	
									YES	NO
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

* Issues to General Mess Only

MASTER LIST OF FOOD SERVICE PUBLICATIONS AND NOTICES - Hospital

The following provides an updated list of all current food service publications. Review your food service library to ensure you have the most current pubs on hand.

<u>PUBLICATIONS</u>	<u>NOMENCLATURE</u>	<u>STOCK NUMBER</u>
NAVSUP P-7 BASIC	Armed Forces Recipe Service	0530-LP-188-7300
CH-1 Nov 97		0530-LP-188-7301
CH-2 Jul 99		0530-LP-188-7302
NAVSUP P-7 Nov 97	Index of Armed Forces Recipes	0530-LP-011-3090
NAVSUP P-476	Navy Food Service	Issued quarterly, request initial stock from NAVSUP
NAVSUP P-486 VOL I REV Jun 01	Food Service Management General Messes	0530-LP-011-1940
NAVSUP P-580 May 93	Navy Food Service Systems Fat, Cholesterol, and Calorie List for General Messes	0530-LP-189-5100
NAVMED P-5010-1 Rev 1999	Manual of Naval Preventive Medicine, Chapter 1, Food Service Sanitation	010-LP-207-1300
FSC GROUP 89	Price List Federal Supply Catalog www.dscp.dla.mil	
NAVSUPINST 4355.2E 3 Nov 86	Inspection of Subsistence Supplies and Services	0526-LD-052-1636
CH-1 15 Feb 91		0526-LD-054-0036
NAVSUPINST 4355.4F CH-1 06 Dec 97	Veterinary Food Inspection Supplies and Services	0526-LD-057-1712
NAVSUPINST 4355.6A 01 Feb 95	DOD Veterinary/Medical Laboratory Food Safety and Quality Assurance Program	0526-LD-057-2850
NAVSUPINST 4355.10 15 Oct 86	Veterinary Surveillance Inspection of Subsistence	0526-LD-052-1730
NAVSUPINST 5061.2AH 22 Aug 00	Ney Memorial Awards Program	0526-LD-011-3520
NAVSUPINST 10110.8C 15 Aug 86	DOD Hazardous Food and Non- Prescription Drug Recall System	0526-LD-052-3010
BUPERSINST 1710.11B 01 JUL 94	Navy Recreation Program Operation Policy	0500-LD-057-2260

Attachment E
to Enclosure (6)

NAVSUPINST 5061.AK
23 August 2002

PUBLICATIONS

BUPERSINST 1710.13A
08 Aug 96
REV 1 30 Jun 97

OPNAVINST 11103.1B
20 Mar 97

OPNAVINST 11000.16A
28 APR 87

SECNAVINST 1700.11C
Jul 86
CH-1 Oct 88

SECNAVINST 4355.18
06 Dec 91

SECNAVINST 1306.2C
22 APR 80

NAVSUP NOTE 5215
23 MAY 02

NAVSUP NOTE 7300
Annual

NAVSUP NOTE 7302
Annual

NAVSUP NOTE 7330
Quarterly

COMNAVSUPSYSCOM
Annual Message

NOMENCLATURE

Navy Club Food, Beverages and
Entertainment Operations (Navy
Messes Ashore)

Policies and Procedures
Governing Bachelor Housing

Formal Designation and
Assignment of Command
Responsibility for Shore
Activity Land and Facilities

Alcohol Beverage Control

Report of Item Packaging
Discrepancies

Utilization of Enlisted
Personnel on Personal Staffs

NAVSUP Directives

FY End Accounting Procedures
for Deposit of Cash
Collections

Authorization to Obligate
Subsistence-In-Kind Funds for
FY-00

Daily Monetary Ration Rate
(allowance) and Fixed Price
List

FY Sale of Meal and Surcharge
Rates and Ration Credit
Conversion Factors of Receipt

ALFOODACTS
Food Flash

Mess Management Specialist 51
Lesson Topic Guides

Hospital Unique

Diet Manual with up-to-date
signatures

Infection Control Manual

Safety Policy Manual

STOCK NUMBER

0500-LD-054-0865

Download Via WEB

0579-LD-054-0675

0579-LD-053-1115
0579-LD-053-1116

0579-LD-055-5920

0579-LD-053-0880

Attachment E
to Enclosure (6)

23 August 2002

Customer Satisfaction and Feedback Survey Scoring Instruction

1. The Customer Satisfaction and Feedback Survey is worth a maximum of 25 points.
2. Evaluators will distribute and collect 25 Customer Satisfaction and Feedback Surveys for tabulation to determine a total line element score.
3. For each survey complete the following steps:
 - a. Add and sum the total score from each scoring category for each survey (total of 25 surveys);
 - b. Add and sum the total score from all 25 surveys;
 - c. Cross-reference the total score from all 25 surveys into the appropriate Survey Score Range and follow the arrow to determine the Accreditation Point Value.
4. The survey has a maximum value of 70 points (14 scoring areas all marked "5"). The maximum value for 25 surveys scoring 70 points each is 1,750 points. For each Survey Group, apply the total raw score from all surveys to the below chart to determine the Accreditation Point Value:

SURVEY SCORE RANGE		ACCREDITATION POINT VALUE
1740 – 1750	→	25
1574 – 1739	→	23
1399 – 1573	→	20
1224 - 1398	→	15
1049 – 1223	→	10
961 – 1048	→	5
874 – 960	→	4
699 – 873	→	3
524 – 698	→	2
349 – 523	→	1
0 - 348	→	0

Captain Edward F. Ney Memorial Awards
Eligible General Messes

The following General Messes are eligible to participate in the 2003 Ney Competition based on meeting grandfather clause identified in paragraph 5.d(3) in the main body of this instruction.

General Mess	Five-Star Expiration Date	Competition Category
Naval Training Center, Great Lakes Galley 535	22 Jan 03	East Coast
Naval Training Center, Great Lakes Galley 1128	22 Jan 03	East Coast
Naval Weapons Station Charleston	15 Feb 03	East Coast
Naval Air Station Brunswick	28 Apr 03	East Coast
USS CONSTITUTION	22 Apr 03	East Coast
Naval Station Pearl Harbor, Silver Dolphin Bistro & Brig Galley	12 May 03	Overseas
Naval Station Pearl Harbor, Ewa Palms Inn	28 Apr 03	Overseas
Naval Station Pearl Harbor, Sampson Hall Galley	15 May 03	Overseas

NAVSUPINST 5061.2AK
23 August 2002

General Mess	Five-Star Expiration Date	Competition Category
Naval Station Pearl Harbor, Diosdado Rome Galley	1 May 03	Overseas
Naval Air Facility Atsugi	2 Jun 03	Overseas
Commander Fleet Activities Sasebo	2 Jun 03	Overseas
Commander Fleet Activities Yokosuka	2 Jun 03	Overseas
Naval Station Newport	20 Jun 03	East Coast
Naval Support Activity Naples	12 Jun 03	Overseas
Naval Air Station Sigonella	12 Jun 03	Overseas
Naval Submarine Base Bangor	20 Jun 03	West Coast
Naval Air Station Oceana, Damneck Annex	10 Sep 03	East Coast